

Pierce Church Job Description: *Pierce Kids Assistant*

Purpose: The Pierce Kids Assistant will help advance the ministry of Pierce Kids in connecting and engaging with families and maintaining an effective and hospitable operation.

Supervision: The Pierce Kids Assistant will report directly to the Director of Children's Ministries, who works in collaboration with the Lead Pastor and Leadership Board of Pierce Church.

Position Hours: Approximately 10-15 flexible hours a week depending on church schedule and ministry needs, including Sunday mornings

Compensation: Hourly pay commensurate with experience and qualifications

Benefits: 2 weeks of vacation (including Sundays) a year; sick-time as needed

Ministry Responsibilities:

- Assist in writing preschool and small group guides
- Gather supplies for activities and work with staff in organizing supplies on a week-to-week basis
- Help with coordinating and scheduling volunteers
- Process background checks and contact references
- Help post on social media, YouTube, and website
- Oversee all Sunday supervision as needed (i.e. in Director's absence)
- Provide nursery upkeep, safety, and security protocols
- Help with keeping regular supply of Kids Cash
- Maintain visitor bags and info about Pierce Kids for first-time visitors
- Co-direct summer VBS program to supplement Director's workload
- Help with managing computer check-in system and database

Job Skills/Requirements/Experience:

- Fully believe in and support the mission, vision, and culture of Pierce Church
- Experience in children's ministry, education, or a similar field
- A high school level education, or its equivalent required; baccalaureate degree preferred
- Excellent verbal and written communication skills
- Ability to help manage, organize, and encourage volunteers
- Proficiency in the use of computer systems and technology
- Spirit of humility, spiritual maturity, and leadership
- Welcoming personality, team player, responsible, and self-motivated