



Title: Children's Ministry Assistant	Prep/Revised Date: February 18, 2024
Reports To: Children's Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 20 Hours	Campus: Windsor

Summary

The role of the Children's Ministry Assistant is to provide support to the Children's Department and find creative ways to serve and minister to the children.

Duties & Responsibilities

- Oversee the Boys Club through scheduling, lesson preparation, maintaining inventory of supplies, weekly communication with the Boys Club volunteers and parents, and filling in as needed.
- Involvement on the Vacation Bible School Leadership Team.
- Recruitment of volunteers for weekends and special events.
- Preparation of the TimberKids weekend curriculum.
- Support the volunteers during the TimberKids weekend services, which may include teaching and subbing as needed.
- Assist the Children's Director and church staff in the planning and execution of outreach events.
- Work alongside the Administrative Assistant to ensure effective communication throughout all ministries.
- Meet regularly with the Children's Director to brainstorm and plan for future events, address any tasks or issues, and invest in the leadership/volunteer relationships.
- Perform administrative duties such as volunteer reference checks, create posters, handouts and the TimberKids newsletter.

Skills/Qualifications

- Proficient in Microsoft Office Suite applications.
- Database experience preferred.
- Must be confident, articulate, and professional with excellent written and verbal communication skills.

Education and/or Experience

- High School diploma or GED.
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the links below to complete the job application and SHAPE Assessment. Please submit these along with your resume and cover letter. We will then contact you for next steps.

Please Note: you must submit all items requested to be considered for employment.

[APPLICATION](#)

[SHAPE ASSESSMENT](#)

Compensation: \$15 an hour.

Hours: 25/week.

Benefits Include: Paid sick leave.