



Job Title: Verve City Family Life Ministry Associate

Job Type: Part time (min. 20 hours/week)

Position Overview:

Inspire families to find life by following Jesus. Support the Family Life Team to cultivate a purposeful, fun, safe, and engaging discipleship culture for children from birth through twelfth grade.

Key Responsibilities:

- 1) **Serve and connect:** Provide tactical support to make kids and student ministry fun and approachable for regular attenders, and welcoming for new guests. Build relationships with children, students, parents, and families, creating a sense of community where personal engagement is a norm.
- 2) **Execute Processes to Recruit, Train, and Develop Volunteers:** Maintain systems to ensure the safe and thorough onboarding and equipping of adults and youth serving as family ministry volunteers.
- 3) **Execute Details:** At the direction of the Family Life Pastor, take responsibility for recurring administrative tasks such as scheduling volunteers, creating event registrations, entering new family data, generating various reports, managing set-up for check-ins, reserving shared rooms and equipment, etc.
- 4) **Coordinate Curriculum and Supplies:** Collaborate with the Family Life team to create and share weekly instructions for volunteer leaders. Gather and prepare necessary supplies for each classroom.
- 5) **Be Authentic:** Stay engaged in a personal and growing relationship with Jesus and model the core values of Verve City Church: make it better, work collaboratively, care personally/challenge directly, develop others, and choose joy.

Qualifications:

- A faithful and growing follower of Jesus Christ with an interest in serving children/families, and a personal commitment to the faith statement, lived implications, and staff values of Verve City Church.
- Skills and enjoyment of administrative responsibilities, including high attention to details.
- Excellent written and verbal communication skills and interpersonal skills.
- Strong organizational and project management abilities.
- Ability to relate well to people of diverse backgrounds and life stages.
- Ability to work collaboratively within a team.
- Willingness to regularly work weekends (Sundays) and various evenings as needed for church programs, leader development, and other activities.

Reports to: Family Life Pastor