

Children's Ministry Assistant

The Ministry Assistant is to support the Children's Ministry Director, and to facilitate effective communications among the Children's Ministry volunteers, ministry partners, and parents for the effective discipleship of all children, birth through fifth grade.

Roles and Responsibilities	The Children's Ministry Assistant is responsible for routine communication with and scheduling of volunteers, managing curriculum and classroom needs, and assisting the Ministry Director with all special events.
1. Volunteer Communication	<ul style="list-style-type: none"> • Check and update Planning Center weekly and make changes or phone calls as needed. • Email team leaders to ask about their weekly needs. • Email team with administrative requests or needs (name tags, classroom organization changes etc...) • Make sure Planning Center volunteer info is up to date. • Print Planning Center plan each week and post in classrooms. • Oversee volunteer ratios and administrative needs on Sunday. • Recruit volunteers for special classes or meetings such as Step 1, 3 Welcome to Leadership, Leader meetings, All Church Rallies, Prayer Nights, All Church Training Days etc... • Communicate plan and expectations with special childcare volunteer teams.
2. Curriculum Management	<ul style="list-style-type: none"> • Make copies of curriculum for all classrooms each week. • Copy and laminate items necessary for each unit. • Create activities for teachers to use for elements of the lesson. • Print edited lessons team leaders create. Send reminders to team leaders as needed. • Make sure My Curriculum Manager is up to date with lessons and volunteers. • Get ProPresenter worship sets loaded each week. • Make CDs and DVDs of lesson materials as needed. • Assist with the Special Needs Ministry materials. • Order special materials for VBS, holidays and special services.
3. Classroom Management	<ul style="list-style-type: none"> • See that all necessary classroom supplies are stocked and organized each week. • Purchase supplies as needed. • Create an inventory checklist to track classroom supplies. Update as needed. • Purge and clean classrooms monthly. Create a volunteer schedule for this.
4. Event Planning	<ul style="list-style-type: none"> • Order/organize food for events such as VBS, leader training, OCC, oversee pickup and payment. • Organize set up and tear down for events. • Prep training materials needed for events. • Oversee administrative needs and registration efforts for VBS or other larger events.