

WELLSPRING ALLIANCE CHURCH

WARRENVILLE CHILDREN'S MINISTRY ASSISTANT

JOB DESCRIPTION JUNE 2018

Job Summary:

The Warrenville Children's Ministry Assistant's responsibility is to serve as a liaison between the Warrenville Children's Ministry and the Children's Ministry Director, and to provide administrative support to key volunteers and parents at the Warrenville Campus.

Reports to: Children's Ministry Director

Terms and Conditions: Part time 10 hours/week - Non-Exempt

Supervisory Responsibilities for: none

Specific responsibilities related to supporting Leaders

1. Check in weekly with Children's Ministry leaders to record highlights and concerns from the classrooms.
2. Coordinate with Children's Ministry Director to schedule training sessions for volunteers.
3. Coordinate volunteer schedule.
4. Keep track of child registration forms.
5. Keep track of leader application forms and background checks.

Specific responsibilities related to Worship Service Participation

1. Assist with the preparation of materials needed for the children's participation in the service (i.e. worship bags)

Specific responsibilities related to Classroom Maintenance:

1. Make sure volunteers are keeping classrooms clean.
2. Ensure safety measures are in place.
3. Purchase supplies as needed.
4. Print out and distribute curriculum materials
5. Maintain attendance sheets and name tags

Qualifications:

1. Statement of Faith: Must be willing to sign the Wellspring Alliance Church Statement of Faith
3. Exhibits professionalism, has a conscientious work ethic, a commitment to good interpersonal relationships, and is a team player
4. Works independently, to plan and organize, and to be able to multi-task with composure and flexibility
6. Ability to communicate effectively and to handle challenging situations as they arise