



JOB DESCRIPTION

Position Title	Division/Department	Reports to
Kids Ministry Associate (Level Three)	Discipleship & Groups / Kids Ministry	Preschool & Kids Minister
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

The Kids Ministry Associate will assist and support the Preschool & Kids Minister living out the mission and values of Kingdom First | Second STRONG by supporting the church's kids ministry efforts. This position combines servant leadership duties and is a key manager for the Kids Ministry volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

Servant Leadership

- Assists in recruiting and assigning large group worship and teaching volunteers
- Assist with classroom organization and preparation (cleaning, prepping, supplying)
- Leads large group Kids Worship time on Sundays at 11am hour
- Recruits & trains volunteers for the 11am Kids Worship hour
- Coordinates Training, Expectations, and Goals
- Works with Kid Camp Team to coordinate, plan, and execute summer camp
- Works with VBS Team to coordinate, plan, and execute VBS
- Teaches Bible Study Lessons as needed

General Duties & Key Responsibilities

- Leads weekly Large Group
- Tracks visitors, regular attendees and attendance patterns
- Schedules/work orders for weekly activities
- Prepares Large Group lesson materials
- Communicates with Kids Worship Volunteers on a weekly basis
- Purchases supplies for Kids Worship
- Fills and distributes resources as needed
- Checks Resource Room quality and quantity of supplies

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- A minimum of 2 years of related experience/or training preferred

- Excellent interpersonal and conflict resolution skills
- Ability to work with minimal supervision and complete multiple projects
- Ability to speak effectively with volunteers, church members, or staff members of the organization.
- Must pass post-employment drug screening, criminal background investigation, and reference inquiries.

SPIRITUAL REQUIREMENTS

- Regular involvement in Second Baptist Church activities and events as a church member.
- Signed acknowledgement of Second's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Second's employee handbook.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

The work environment is professional, engaging with people from all walks of life on a daily basis, as a church campus. Weekly work schedule is Sunday 8:30 AM-12:30PM and Wednesday 4:30PM-7:30PM with additional hours throughout the week not to exceed 24 hours. This includes regular weekly meetings and staff meetings. The occasional evening or weekend work required for special events will be given advanced notice by the supervisor.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty

proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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