

Richland Creek Community Church

## Job Description

**Position:** Preschool Ministry Assistant / Creek Kids Administrative Assistant

**Status:** Part-Time Hourly – 29 hours per week

**Area(s):** Children's Ministry

**Reports to:** Pastor Mike Dowd

### Position Summary:

The Preschool Ministry / Admin Assistant provides oversight to the Creek's initiative to reach and teach children for the sake of the gospel of Jesus Christ and partner with parents in biblical discipleship

### Qualifications:

- A genuine passion to serve children and partner with families
- Demonstrates spiritual and personal maturity/integrity
- Strong devotional life and commitment to prayer
- Strong burden to reach the lost, disciple the saved, and involve them in church ministries
- Ability to identify, raise-up, and equip volunteers
- Ability to navigate concerns and conversations with wisdom and care
- Leads with warmth, clarity, and confidence
- Communicates clearly, professionally, and relationally
- Calm, steady, and solution-focused under pressure
- Strong Interpersonal skills, relating well to children, their parents, and volunteers
- Married to a like-minded spouse and commitment to family (if married)
- Agreement with RCCC doctrinal statement, vision, philosophy, and Constitution & Bylaws
- Imminent or existing RCCC church member
- Clear, or successfully mitigated, background check

### General Primary Responsibilities:

- Contact families during times of need for support, prayer, encouragement, etc.
- Create and cultivate a kid friendly, safe learning environment that enhances spiritual and numerical growth.
- Invite new children and families; seek to grow your ministry area!
- Effectively teach and disciple the children in your ministry area.
- Assist Children's Pastor in recruitment and training of servants for all areas of assigned age/grade levels.
- Actively promote all areas of ministry at RCCC, using social media when appropriate.

- Ensure the safety and security of the children by implementation of all RCCC child security policies and procedures.
- Schedule and facilitate events for children and families in your area.
- Will serve alongside the Children's Pastor and staff as needed; will assist in promotion of Creek events through all Children's Ministry areas.
- Actively communicate and promote all Children's ministry activities as well as all church wide ministries; be knowledgeable in all other RCCC ministry areas; actively employ social media when appropriate.

### **Specific Primary Responsibilities:**

#### Life Groups and Sunday Nights:

1. Maintaining and distributing preschool curriculum.
2. Build strong relationships with parents, serving as a trusted and responsive presence.
3. Identify and proactively solve gaps in classroom readiness, volunteer placement, and ministry flow.
4. Help assimilate families to Life Groups, Grow Groups, and church life.
5. Assist Security team to ensure safety of kids; help maintain a welcoming, positive atmosphere.
6. Support PATC Director in maintaining excellence across all classrooms.
7. Help plan and execute preschool ministry events and seasonal initiatives.

#### Volunteer & Team Development:

1. Recruit, schedule, and develop a consistent, reliable volunteer team.
2. Develop sustainable systems for volunteer recruitment, onboarding, and retention.
3. Improve clarity, communication, and consistency across volunteer teams.
4. Create a culture where volunteers feel valued, supported, and clearly guided.

#### Administrative Tasks:

1. Help bring organization, clarity, and structure to Creek Kids Ministry.
2. Help manage and update databases, attendance tracking, and ministry records.
3. Coordinate logistics for ministry events, environments, and weekly readiness.
4. Work with the communication team to receive promotional material for Creek Kids Ministry.
5. Keep up to date on servants and their current designation in Child Protection Policy.
6. Provide proactive administrative support to the Children's Pastor – helping move from reactive to strategic leadership.

### **Other Responsibilities:**

- Attend staff meetings whenever possible or necessary.
- Attend bi-weekly meetings with Children's Pastor
- Be available to share personal gifts and talents in all areas of the church ministry as needed by church staff and body.
- Assist the Children's Pastor with any tasks assigned that are not unethical or unbiblical, with a servant's heart and an attitude that promotes unity.