



## **Job Description**

Updated March 21, 2022

### **Title:**

- **Assistant to the Director of Kids and Youth Ministry**

### **Summary:**

**We are looking for an energetic person with a passion to see kids and youth grow in their love for God and a servant heart to serve in our KidMin and Youth Ministry.**

### **Overview:**

- Assist the Kids and Youth Ministry Director in all areas of ministry.

### **Duties:**

#### **Sunday Morning**

- Assist in the setup and functioning of the Kids Church ministry which may include teaching a lesson, small group time, etc.

#### **Weekday Youth Activities**

- Assist in the setup and functioning of the Youth ministry (grades 5-12) which may include leading group discussions and teaching.

#### **Other**

- Assist with all aspects of registration for programs within the Youth and Kids Ministry.
- Assist with set up and maintenance of Kids Ministry areas throughout the building.
- Adhere to and maintain the Plan to Protect policy and fulfil associated administrative tasks as required.

### **Financial & Time:**

- 8 hours / week
- To be determined based on experience and training.

### **Relationships:**

- Supervised by Kids and Youth Ministries Director.
- Attend team meetings for Youth and Kids ministry.
- Assist Youth Leader in Youth events.

## **Skills and personal qualities needed:**

- A passion to serve kids and youth and see them grow in their relationship with God.
- Relational, personable, motivated, efficient and organised.
- Relevant computer skills (working knowledge and/or willingness to learn):
  - Word processing, Planning Centre, Video creation/editing, Canva (graphic design), Social Media, etc.
- Experience working in a ministry context with youth and kids is an asset.
- Complete Plan To Protect training (held at WCV or online).
- Current Criminal Record Check including a vulnerable sector check.
- Deep personal relationship with God; sound knowledge of the Bible.
- Willingness to work in a team.
- Desire to learn and expand knowledge base.

## **Suggested Time Use: (based on 8 hour / week)**

- Ministry prep - 2-3 hrs/wk
- Ministry time frame - approximately 4-5 hours (youth - 2 hrs + set up and clean up; kids 1 hr plus set up and clean up)
  - Current meeting times are: Sunday morning Kids Church (during the morning service), Youth (6:30-8:30)
- Team meeting/check-ins - 1-2 hour/wk
  - Youth - Thursdays at 10:00
  - Kids - Sundays at 9:30