



COUNTY LINE CHURCH

Kids Ministry Campus Assistant (Part-Time at Garrett Campus)

General Summary:

The overall responsibility of the Kids Ministry Campus Assistant is to work closely with the Children's Pastor and Kids Ministry Assistant Director at Main Campus. This includes utilizing technology to communicate with staff, families, and parents. A significant component of this role is supporting, organizing, coordinating, collaborating, and preparing for weekly, monthly, and yearly events at the Garrett campus. They report directly to the Campus Pastor.

Required Qualifications:

- Meets the character qualifications of a Christ follower.
- Attends worship services regularly at Garrett Campus.
- Relates well to all types of people and works well within a team approach.
- Reflects a professional image and church standards through dependability, appearance, and attitude.
- Must have a strong ability to use and learn technology related to communication, organization, scheduling, and planning.

Specific Duties:

- Utilize Planning Center to manage and schedule volunteers for Kids Ministry at the assigned campus.
- Recruit and train new volunteers according to Kids Min protocol.
- Prepare curriculum supplies, crafts, décor, and other materials to correlate with the all-campus schedule.
- Prepare and coordinate monthly campus curriculum and supplies in collaboration with Kids Min TEAM.
- Monitor and uphold the safety and security of Kids Min events, services, and spaces.
- Collaborate and assist with Baby Dedication (offered one time per year).
- Supervise Kids Ministries on Sunday mornings and attend the adult service.
- Evaluate and stock all Kids Min snacks.
- Develop relationships to engage parents in their kid's faith development.
- Utilize technology, including check-in systems, church databases, social media promotion, and other communication venues to support Kids Min TEAM.

- Assist with preparations, promote at the assigned campus, and assist with Vacation Bible Experience (VBX) at Main Campus.
- Manage regular upkeep of Kids Ministry First Aid Kits and emergency exit signage in all classrooms.
- Manage, order, and stock all supplies for Kids Ministry.
- Mail birthday cards/postcards to newborn – 5th grade students for the assigned campus.
- Attend the following meetings:
 - Weekly – Monday 1:14 (optional)
 - Monthly: Kids Min Team (last Wednesday of the month)
- Serve as a key representative of County Line's Kids Ministry in the community inside and outside the church.
- Complete other responsibilities as determined by the Children's Pastor at Main Campus.

Hours and Salary Range:

- This is a part-time position that offers 14-15 hours each week.
- The salary range is \$10-11.25 per hour, depending on experience.
- This position offers no paid benefits or vacation time.

Interested candidates should email a resume to Allison Carnahan at acarnahan@countylinechurch.org by January 25, 2023.