

Route 252 Small Group Assistant

Part-time

SUMMARY OF RESPONSIBILITIES

Assists the Assistant Pastor (Elementary) with the planning and preparation of the acquired small group curriculum for the weekend services. This includes organizing activities and games for the weekend elementary environment.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Assists with the planning and preparation of activities and games for the weekend elementary small groups. (app. 45%)
- Assists with the coordination of small group leaders, greeters, and check-out volunteers during the weekend services. Coordinates the check-out process in the 252 Theater and monitors the exit doors during weekend services. Assists with recruitment of volunteers. (app. 40%)
- Organizes and distributes the curriculum to volunteers. (app. 5%)
- Assists the Assistant Pastor (Elementary) with planning and setting goals for the small group ministry. (app. 5%)
- Assists the Senior Administrative Pastor with KidzWorld events, such as Baby Dedication, KidzWorld FX, and summer camp activities. (app. 5%)
- These duties are subject to change as church needs and strategies evolve.
Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- A minimum of 1-2 years of experience volunteering in children's ministry.
- A minimum of 1 year of experience leading a small group.

REQUIRED SKILLS

- Coordination and organizational skills.
- Passion for students and have a vision for growing the small group ministry.
- Ability to foster a team environment and sense of unity among staff and volunteers.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, standing, lifting, carrying, pushing, and pulling; occasionally some stooping, kneeling, crouching, and crawling.
- Must be able to lift 10-15 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside