**Children, Youth and Family Ministries Assistant**

**Reports To:** Director of Children, Youth and Family Ministries/Campus Minister

Effective: 06/30/21

**Directly Supervises:** None

**Status:** Half-Time FLSA: Non-Exempt

 **Job Summary**

The Children, Youth and Family Ministries Assistant will provide administrative support and will help in the visioning and development of the children, youth and family ministries. The assistant will assist with identifying, recruiting, training and equipping people for ministry within each of these areas. The assistant will provide leadership assistance with youth groups. Also, the assistant will provide administrative support to Wesley Center activities.

**Essential Functions**

* Performs administrative tasks including recording attendance, printing materials, and assisting with communication.
* Assists in setting the vision for spiritual formation for children, youth and their families and plan for evaluation of outcomes on an annual basis.
* Assists with programming and activities for children including nursery, Sunday School, worship, Kids’ Korner, VBS, and other special events.
* Assists with programming and activities for youth including Sunday School, Youth Groups, and other special events.
* Assists in a leadership role with youth groups.
* Assists with engaging children, youth and their families in hands-on mission experiences.
* Provide administrative support to Wesley Center activities.
* Works directly with the Director of Children, Youth and Family Ministries to identify, recruit, train, and empower leaders for various ministries involving children, youth, college students and families.

**Other Responsibilities:**

* Participate in staff meetings and staff development opportunities.
* Network within the community and with other churches to develop and share a mutual resource base of small group expertise.
* Performs other duties as assigned.

**Minimum Qualifications:**

* One year of experience in equipping children, youth and family or volunteer management required.
* Willingness to learn the church’s policies as it pertains to church membership, leadership, and service
* Ability to perform various administrative duties in preparation for events
* Good level responsibility, multi-tasking, or leadership experience.
* Effective training and coaching skills
* Basic user of Word and Excel, can learn the church database system, can contribute ideas to how technology can be better used as a discipling tool

**Physical Requirements:**

* Able to move freely in and out of different small group settings (homes, church, businesses)
* Able to speak in a public forum