

Route 252 Environment Assistant
FLSA Status: Non-Exempt
Reports to Assistant Pastor (Elementary)
Grade I (\$9.90 - \$14.30 Based on experience and qualifications)

SUMMARY OF RESPONSIBILITIES

Assists with monitoring the 252 Theater environment during weekend services. Assists with administrative support as needed including scheduling volunteers.

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 monitoring the Route 252 theater environment during weekend services—ensures the exit doors in the environment are monitored at all times. Assists with greeting and engaging kids and parents. Assists with the check-out process. (app. 60%)
- Assists with scheduling check-out volunteers for the weekend services. (app. 15%)
- Assists with KidzWorld publication projects such as assembling take-home materials, setting out parent resources, and assists with requests for additional publication material to be printed. (app. 15%)
- Assists with special events for KidzWorld, including KidzWorld FX, Big Idea Experience filming, Baby Dedication, Jump Start, First Wednesday or First Wednesday childcare, and camp activities. (app. 10%)

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 one years' experience volunteering or working in a children's ministry.

REQUIRED SKILLS

- Communication and coordination skills;
- Working knowledge of basic computer skills and software programs;
- Ability to learn new software programs; and
- Ability to deal courteously with the public.

PHYSICAL DEMANDS

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

- Constantly observes an environment from long distances.
- Frequently moves about inside the environment.
- Constantly communicates through spoken word; frequently detailed or important spoken instructions must be conveyed to other staff, volunteers, students, or parents accurately, loudly, or quickly.
- Must be able to remain in a stationary position, often standing, for five hours.
- Frequently operates a handheld computer device.
- Occasionally positions self to access supplies inside cabinets and closets.
- Must be able to ascend/descend stairs frequently.
- Light work that includes moving objects up to 20 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside