

Adventure Avenue Tech Assistant
FLSA Status: Non-Exempt
Reports to Associate Director of Preschool Ministries
Grade I (\$9-13 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The Adventure Avenue Tech Assistant provides technical support for the Adventure Avenue theater time during the weekend services at NewSpring Church. Also assists as a small group leader for the Adventure Avenue 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

- Coordinates the work of the Adventure Avenue tech team (ProPresenter, lighting, and sound). Also provides the technical support for ProPresenter, lighting, and sound during the weekend services. Attends and provides the technical support for Adventure Avenue Theater weekend rehearsals. (app. 50%)
- Assists with the stage resets (resetting props, equipment, etc.) between theater times. (app. 10%)
- Assists as a small group leader for the Adventure Avenue ministry; leads a small group discussion with 8-12 children. (app. 30%)
- Welcomes families during check-in and assists with the welcome wagon ministry as needed. (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 year of experience working with children.

REQUIRED SKILLS

- Able to work independently.
- Working knowledge of basic computer skills, audio console, and ProPresenter.
- Ability to deal courteously with children.

PHYSICAL DEMANDS

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

- Sitting, standing, walking, hearing, talking, pushing, pulling and finger dexterity.
- Must be able to lift up to 20 pounds.

WORKING CONDITIONS

- 100% inside