

KidzWorld Elementary Assistant
FLSA Status: Non-Exempt
Reports to KidzWorld Elementary Director
Grade I (\$9.90 - \$14.30 Based on experience and qualifications)

SUMMARY OF RESPONSIBILITIES

Assists with monitoring the elementary environment during weekend services. Assists with administrative and publication support for the elementary ministry.

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. 35%)
- Assists with scheduling various volunteer roles for the elementary weekend services and finding substitutes when necessary. Assists with entering student and volunteer assignments in Planning Center Online (small group (SG) assignments, volunteer roles, etc.). (app. 5%)
- Assists with KidzWorld publication projects such as assembling take-home materials, setting out parent resources, and printing and cutting publications. (app. 20%)
- Assists with gathering and implementing small group activities for the elementary weekend services. (app. 10%)
- Reviews the purchase requests and places the Sam's Club online weekly order for NewSpring Church. Itemizes the receipt by department purchases and turns in itemization to accounting department for monthly payment and reconciliation. (app. 5%)
- Assists with gathering props needed for the elementary environments. Assists with putting the props away at the conclusion of the project or service. (app. 5%)
- Assists with KidzWorld follow-up procedures such as miss-you-calls, first-time calls, SG assignment postcards, etc. (app. 10%)
- Assists with special events and the registration process 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

- Coordination and organizational skills.
- Written and verbal communication skills.
- Observation skills.
- Computer proficiency, working knowledge of MS Word.
- Ability to foster a team environment and sense of unity among staff and volunteers.
- Ability to function independently.
- Positive temperament, dependability and professionalism
- Ability to relate to the general public—having a friendly and engaging personality.

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, laptop, radio, and printers.
- 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