**Youth and Children’s Ministry Assistant Job Description**

Camby Community Church

8604 Camby Road

Camby, Indiana 46113

**Position Description**: Youth and Children’s Ministry Assistant

**Status:** Part-Time at $15 per hour

**Hours:** 10 hours per week plus additional hours as needed

**Reports to:** Youth Pastor

**Start Date:** August 30, 2021

**Benefits:** None

**GENERAL PURPOSE:** To support the work & organization of Kids 4 Christ Ministry and Camby Student Ministries.

Personal Qualifications:

* A follower of Jesus Christ who is passionate about kids and teenagers finding and following Jesus.
* A flexible, dependable, accountable, self-starter who has a good work-ethic.

Skills Required:

* Ability to multi-task.
* Ability to communicate effectively in a multi-generational, multi-cultural church.
* Ability to work well with others in a team environment and independently.
* Ability to work proficiently with a MAC computer.
* Ability to communicate via social media.
* Ability to collaborate with volunteers.

Responsibilities:

* Support the mission and vision of Camby Community Church.
* Order Kids 4 Christ curriculum.
* Setup each classroom and large group area as needed for each Sunday.
* Recruit teachers for Sunday School & Kids 4 Christ Worship.
* Recruit volunteers for special events.
* Communicate weekly with parents and volunteers.
* Assist in organization and implementation of VBS.
* Assist in organization and implementation of Kids 4 Christ Day Camp.
* Handle check-in & check-out on Sunday mornings & special events.
* Coordinate cleaning of toys.
* Communicate information about Kids 4 Christ Ministries social media platforms.
* Perform other tasks as requested by the Youth Pastor.