
Gospel City Church

Elementary Assistant

April 28, 2021

Status: Part-Time (20 Hrs) **Type:** Exempt/Employee/Hourly **Supervisory Role:** No

Department: Gospel City Kids **Reports To:** Children's Discipleship Director

OVERVIEW

The Gospel City Kids Elementary Assistant is responsible for supporting the Children's Discipleship team with administrative duties and classroom/curriculum preparation. This person should have a love and passion for children and an ability to work within a team. This individual works closely with the Children's Discipleship Director, as well as volunteers.

ESSENTIAL ROLES AND RESPONSIBILITIES

1. Support for Children's Discipleship
2. Administration
3. Prep for Elementary Weekend Gatherings
4. Participate in Kids' Special Events

FUNCTIONAL TASKS RELATED TO EACH ROLE

Role 1: Support for Children's Discipleship

- Oversee classrooms on Sunday mornings and as needed
- Plan and prepare for special events
- Schedule, train, and lead the Kids volunteers

Role 2: Administration

- Work with our database (Currently Planning Center) to prepare schedules, forms, and events
- Maintain banking and financial records related to the department

Role 3: Prep for Elementary Weekend Gatherings

- Curriculum preparation
- Classroom preparation
- Organize and restock classrooms

Role 4: Participate in Kids' Special Events

- Preparation and execution related to VBS (and similar events)

REQUIREMENTS AND PREFERENCES

Soft Skills:

- Detail-oriented and possesses organizational and administrative skills
- Strong interpersonal skills with adults and children
- Strong computer and database competencies
- Strong love for children and capable of working with many temperaments

Other Requirements:

- 1+ years working or volunteering with children
- Associate or Bachelor's Degree in a related field is preferred
- Member of Gospel City Church or willing to become a member upon employment

Commitment to our Staff Core Values:

- We AUTHENTICATE the message we preach
- We MAXIMIZE the greatness in people
- We COLLABORATE as a diverse team
- We SIMPLIFY for focused alignment
- We COMMUNICATE with clarity
- We ADAPT in pursuit of excellence
- We REPLICATE for broader influence