

KENNEDY ROAD CHURCH

APPENDIX A Job Description

Job Title: Children's Ministry (CM) Assistant

Start Date: January 5, 2025

Reports to: Ginette Armoogan

Hourly Wage to be Paid: \$23/hour

Number of Hours per week: 21 hours

- Wednesday 1:00pm-9:00pm (30 min unpaid supper)
- Friday 8:30am-4:30pm (30 min unpaid lunch)
- Sunday 8am-2pm

Position Responsibilities

General:

- Show care and Christian concern for parents, children and volunteers
- Assist/support with a wide variety of clerical/administrative and classroom needs
- Help prepare physical and media assets for Sunday and mid-week programs
- Communicate volunteer schedules, including relevant teaching content + roster reminders
- Power up Check-In Stations and monitor kiosk activity during Sunday and mid-week programs
- Help with Sunday morning and mid-week set up and tear down, ensuring classrooms are adequately resourced
- Ensure child-to-worker ratios are maintained, policies and procedures are adhered to and volunteer teams are well supported

Leadership:

- Assist with leading Children Ministries (CM) programs and events as needed
- Manage onboarding of new volunteers
- Effectively manage designated aspects of KRT's *Abuse Prevention Policy*
- Operate within the CM budget
- Help identify, develop and foster current and emerging CM leaders/volunteers

Contact:

Rev. Ginette Armoogan

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