

We aspire to be a Christ-centered community helping people faithfully follow Jesus both locally and globally.

PURPOSE

The Woodlands Kids Ministry Assistant will provide administrative support primarily to the Director of Woodlands Kids, but supplementally to the Woodlands Kids Staff Team. The Woodlands Kids Ministry Assistant reports to the Director of Woodlands Kids.

MINISTRY ASSIGNMENTS

- **Christ-centeredness** - Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control). Gal 5:22-23.
- **Self-Management** - Organizes & prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility.
- **People First/Servanthood** - Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude; Humbly willing to pitch in to accomplish what is needed; Seeks to assist others.
- **Teamwork/Relationships** - Works well on a team; Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engaged in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team.
- **Flexibility/Innovation** - Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems, finds new and unique solutions to solve them; Works to improve existing processes; Uses creative & innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans & resolve problems.
- **Communication** - Speaks and writes clearly; Listens to others; Shows sensitivity and caring; Responds promptly to enquiries; Maintains confidentiality; Represents Woodlands Church well in all interactions with others.

PRIMARY ASSIGNMENTS

- Assist with the coordination of resources for Sunday School, Kids Crossing, VBS, and any Woodlands Kids special event at the direction of the Director of Woodlands Kids. This includes, but is not limited to, the creation, reproduction, ordering, compilation, and distribution of “in-house” materials and the research, ordering, and compilation of pre-designed curriculum. This can also include gathering and/or purchasing supplies.
- Oversee and optimize physical resources for ministry events and activities. Prepare Sunday morning classrooms, exercise oversight of Kids Materials in the workroom, and seek to streamline materials while using designated spaces effectively.
- At the direction of the Director of Woodlands Kids, produce high quality communications for children, parents, and volunteers (mailings, handouts, emails, calls, text message programs, update web content, reminders, and all others as assigned) regarding Kids Ministry programming and events.
- Provide general administrative support (receiving and making phone calls, sending and responding to emails, producing and sending letters, greeting visitors, answering questions, database management, copying, purchasing supplies, managing the Woodlands Kids calendar, and other duties as assigned) to the Woodlands Kids Staff Team.
- Support the Director of Woodlands Kids with the Child Dedication process.

QUALIFICATIONS

- Overwhelming passion and excitement to equip parents and children in order to help children faithfully follow Jesus.
- Ability to multitask projects with superb accuracy - this includes managing time well and strong organizational skills; Ability to take large-scale events or processes and break them down into actionable steps.
- Excellent written, verbal, and interpersonal communication skills; Strong administrative and problem solving skills.
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Desire to learn new computer programs and navigate current computer programs with proficiency:
 - Planning Center, Canva, Google Suite
- Ability to sit for extended periods of time.
- Ability to lift 10 lbs.
- Prefer that applicant has a valid driver’s license and use of a personal vehicle.