

Children's Ministry Assistant

The Fellowship Church | Leesburg, FL

Job description

Part time staff position reporting to the Lead Pastor. Sunday: 8:00am - 12:00pm; Monday or Wednesday 9:00am-4:00pm

If you're a young adult/college student/high school student looking for a fun part time job and/or internship or simply looking to grow in your skillset and you love working with kids, this could be the job for you!

We are looking for someone who loves working with and encouraging kids (ages 11 and under) on a weekly basis. We're not looking for a babysitter - but rather someone who can be part of a team creating an incredible and engaging Kids Ministry environment on Sundays through provided curriculum, music, and conversation. Experience is not necessary - but the ability to be teachable and trained is a must!

Key Responsibilities:

- Provide assistance creatively to the Kids Ministry environments
- Prepare curriculum weekly for Elementary and Preschool rooms
- Assist in scheduling of volunteers weekly
- Connect with new families as needed
- General administrative duties

Requirements:

- A smiley, bubbly, warm and friendly personality
- Strong, proactive work ethic
- Good communication skills
- High attention to detail
- Great time management skills

Nice-To-Haves:

- Some basic familiarity with Adobe Photoshop
- Some basic familiarity with Squarespace or similar website software
- Ministry experience - working in a church environment