



Denver Community Church Position Description

Title: Children's Ministry Assistant

Reports to: Children's Pastors

Revised as of: July 2019

Function – To assist the DCC Kids staff throughout the week, to support DCC Kids ministry and collaborate on curriculum and programs.

Responsibilities

- Work with DCC Kids staff to manage and organize weekly curriculum
- Support DCC's kids staff for all DCC Kids events (Parent Connect Breakfast, Volunteer Kick Off, Pancakes & Pajamas, Easter Egg Hunt, Block Party, etc.)
- Provide administrative support for DCC Kids Staff and volunteers (scheduling, training materials, follow up, communication, etc.)
- Maintain cleanliness and organization of all DCC Kids spaces and supplies
- Meet with DCC Kids Staff on a regular basis to ensure that strategic plan of ministry is being supported
- Perform additional duties as assigned by manager

Qualifications

- A relationship with Jesus Christ as Savior
- Beliefs consistent with DCC's "Our Story" (Statement of Faith)
- Participant on the Ministry Team
- An intense commitment to the mission and vision of Denver Community Church.
- Responsible self-management that reveals genuine servant-hood, faith-centeredness, teachability and spiritual stability
- Ability to manage/prioritize multiple tasks concurrently
- Supportive and loyal to staff members and the faith community
- Maintains a healthy sense of humor
- Excellent written and oral communication skills
- Intermediate computer skills such as Microsoft Office, Publisher, PowerPoint, etc.
- Ability to interact well with people in the office environment through correspondence and various levels of communication
- Ability to attract and retain volunteers, work well with teams

Experience

- Administrative and organization skills leveraged in past role
- History of working with kids

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.



DENVER COMMUNITY CHURCH

Associate Acknowledgement:

I acknowledge that I have received a copy of this job description and that it is my responsibility to read and understand it. I certify that this current job description accurately describes the primary duties of my job, as I am to perform it. If I have any questions about this job description or my job duties at any time during my employment, I understand that I should ask my Manager.

Printed Employee Name

Date

Employee Signature