



Job Title: GC Kids Elementary Assistant	Created on: 11/6/2015
Reports To: Programming Manager	Last Updated: 02/26/2019

General Description

The GC Kids Elementary Assistant position is responsible for assisting with planning and organizing the needs of the K-5th grade ministry. This position requires approximately 40 hours of work per week. The schedule of hours will be set by the Director and may vary based upon the needs and ongoing events of the ministry.

Essential Job Functions

- Complete the weekly preparations of materials and supplies for Sunday Small Groups.
- Print out and prepare small group lessons and monthly handouts.
- Create a supplies list for monthly lessons.
- Keep classrooms, work room, and Elementary storage areas organized.
- Assist as needed with marketing and prep for Children's Ministry events.
- Set up classrooms for Sunday programming.
- Assist with Worship Rehearsals or FX Tech rehearsals if needed.
- Coordinate a Sunday morning classroom during both services.
- Participate in and assist with Children's Ministry events as needed including volunteer appreciation, training, VBS, FX, etc.
- Attend Grace Chapel staff meetings, prayer meetings, and other church events as directed by Executive Pastor.
- Attend Children's Ministry meetings and gatherings as directed by Children's Director.
- Other duties and responsibilities as assigned by the Director.

Education and Experience

This position requires a person who loves Jesus and has a passionate heart for His children. Experience as a volunteer in one of Grace Chapel's Children's Ministry departments is required.