

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

P: 503-663-5050

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POSITION TITLE:	Weekend Assistant – Elementary
DEPARTMENT:	Kids Ministry
SUPERVISOR:	Kids Pastor – Daniel Carnahan
TIME COMMITMENT:	6-15 hrs/week
CLASSIFICATION:	Non-Exempt PT Hourly Support Staff (-20 hrs/wk) 7N

POSITION PROFILE:

This position at Good Shepherd Community Church exists to help coordinate the weekend elementary ministry by equipping volunteers and preparing curriculum, supplies and plans as part of the Good Shepherd Kids Ministry team.

SKILL SET:

- Able to connect with kids and parents
- Able to connect with volunteers
- Basic computer skills

EXPERIENCE QUALIFICATIONS:

- Experience working with kids
- Experience working with volunteers
- Able to work well with a team

DUTIES & RESPONSIBILITIES:

- Coordinate and supervise one of the elementary weekend services
- Prepare weekly curriculum and setup for the weekend
- Recruit, train and lead volunteers
- Participate in Good Shepherd Kids activities

SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

ADDITIONAL NOTES:

- Regularly attend Good Shepherd Community Church.
- Complete Ministry Certification Training, which will include a criminal background check, as part of hiring process.
- Seasonal responsibilities.

DISCLAIMERS:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Daniel Carnahan	DATE:	10/01/2021
REVIEWED BY:	Tanya Atkins	DATE:	10/01/2021