

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

P: 503-663-5050

F: 503-633-7760

POSITION TITLE:	Weekend Assistant
DEPARTMENT:	Kids Ministry
SUPERVISOR:	Kids Ministry Pastor
TIME COMMITMENT:	6-15 hrs/week
CLASSIFICATION:	Non-Exempt PT Support Staff (-20 hrs/wk 1000 yr) 7N

POSITION PROFILE:

This position at Good Shepherd Community Church exists to provide support to the Good Shepherd Kids Team as we minister to the kids and families of Good Shepherd. This includes equipping and supporting volunteers, preparing curriculum, ordering supplies and plans, and coordinating with families.

SKILL SET:

- Strong verbal and written communication skills
- A heart to serve people
- Able to connect with kids, parents, and volunteers
- Self-motivated, flexible, ministry minded
- Able to take direction and multitask
- Detail oriented
- Basic computer skills

EXPERIENCE QUALIFICATIONS:

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

DUTIES & RESPONSIBILITIES:

- Coordinate and supervise one of the early childhood or elementary weekend services
- Prepare weekly curriculum and setup for the weekend
- Provide weekly support with Tuesday evening activities
- Assist and participate with Good Shepherd Kids activities and ministries
- Recruit, train, lead, and support ministry volunteers
- Partner with and care for parents and families
- Attend monthly team meetings
- Other duties as assigned

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 and sign 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 may be added or changed as needed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Daniel Carnahan	DATE:	02/28/2023
REVIEWED BY:	Tanya Atkins	DATE:	02/28/2023