

PROVIDENCE

Position Description: Providence Kids Assistant

POSITION OVERVIEW

The Providence Kids (PK) Assistant will work with the PK Director to pursue our mission of helping kids grow up in the gospel. We aim to create a Sunday environment where kids learn the gospel and volunteers are equipped to love and fruitfully serve our families. The ideal candidate is motivated by the mission and excels at “getting things done.” The PK Assistant will be part of the Providence staff team and report directly to the PK Director.

POSITION RESPONSIBILITIES

Providence Kids currently serves 155 kids (infant-5th grade) on average each Sunday, while deploying roughly 250 volunteers! The size and scope of this ministry necessitates significant administrative support. In light of that, the PK Assistant will serve in three main categories:

Volunteer Management

- Create and manage the volunteer schedule (Planning Center)
- Onboard new volunteers
- Communicate weekly with volunteers to manage schedule changes
- Schedule automated email and text reminders
- Coordinate payment for paid PK workers
- Oversee check-in process from 9:45-10:45am every 3-4 weeks
- Coordinate childcare for non-Sunday events as needed (Bible studies, member meetings, classes, etc.)

General Administration

- Help coordinate and print lesson plans, activity sheets, and other materials
- Manage supplies and help get the classrooms ready for Sunday
- Execute various tasks as needed for the PK Director
- Provide support for events (training, member meetings, any event that includes childcare)

Leadership Support

- Meet regularly with the PK Director for encouragement, evaluation, and planning
- Identify areas of growth and help make a plan to implement solutions

IMPORTANT APTITUDES

- *Administration:* You like working behind the scenes to accomplish the mission. You like managing systems and completing tasks efficiently. You enjoy making things easier for others.

- *Teamwork:* You care about children's ministry and want to help "own" the mission. You like to contribute ideas and help solve problems. You can give and receive feedback with a positive attitude.
- *Emotional/Relational Health:* Identity is rooted in Christ. Not governed by the approval of others. Seeks to resolve conflict in a timely manner. Able to articulate needs, but also to focus on the needs of others. Comfortable relating to a variety of people, from kids to parents to volunteers.
- *High capacity:* Not easily overwhelmed. Has the ability to manage a large number of details and volunteers, to develop systems that are efficient and intuitive, and to help the PK director with strategic planning.
- *Technical Knowledge:* Proficient in essential tools and technologies, (e.g., web, email, Word, Excel, Planning Center, Google Docs, etc.).

COMPENSATION

- This is a part-time position (15-20 hours/week)
- Competitive pay based on comparable positions and experience.