

# RESURRECTION LIFE CHURCH

## RezKidz Ministry Associate/Assistant

This is a full-time position of 36 to 40 hours per week with benefits. The days for this position are Sunday through Thursday including events and services.

**Position Summary:** The Ministry Associate provides both administrative and ministerial support to cause the RezKidz ministry of ResLife Church to run smoothly and effectively.

### **Administrative Functions:**

- Provide administrative support to 456, Pastor Andrew Blauwkamp, events, and other functions with a focus on Sunday morning and Wednesday evening services in the 180
- Manage volunteers and communication using Planning Center
- Provide administrative support/leadership for Kids Camp, the Unite Conference, and other large events. This includes being present for the entirety of camp
- Weekly curriculum and small group material prep for the 180

### **Ministry Functions:**

- Provide ministry support for RezKidz services, events and other RezKidz functions with a focus in 456. This may include emcee-ing, leading a part of a service, and teaching a lesson in a large or small group setting

### **Study, Knowledge, Skills and/or Professional Experience:**

- Basic knowledge of Microsoft Office Suite (Word, Excel, Publisher)
- Basic knowledge of Google Apps (Calendar, Drive, Contacts etc.)
- Able to learn programs/software quickly
- Knowledge of Planning Center and Propresenter a plus
- Excellent communication and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to clearly and effectively train and delegate responsibilities to volunteers, interns and office volunteers

**Physical Requirements:** Must be able to lift up to 50 lbs. This position requires extended periods of standing and walking.

*The above duties, activities, or responsibilities may be supplemented periodically.*