

RESURRECTION LIFE CHURCH

Ministry Assistant • Nursery + Preschool

This position works Monday, Tuesday, Wednesday, and every Sunday evening service.

Position Summary: This position leads the Orange creative planning (curriculum) with added administrative responsibilities.

Essential Functions: Facilitates a project management platform to equip our team members with the information and deadlines needed. Keeps all projects on schedule by following up with team members and ministries. Provides updates to ministries about project timelines and collects required information.

Study, Knowledge, Skills and/or Professional Experience:

- Monthly update Nursery/Preschool area with current Orange theme
- Weekly assist with curriculum crafts and activities for all ages
- Advertise and decorate for family events
- Collect offering in all classrooms
- Wash Nursery/Preschool laundry
- Update volunteer birthday calendar and sympathy cards
- Ministry administrative support including but not limited to; relationship building within your service team and updating Pastor and Ministry Coordinator with volunteer needs
- Contribute to weekly staff fresh eyes
- Weekly service lead and support for assigned service times
- Fulfill pre and post service protocols

Study, Knowledge & Skills: Must evaluate and strive to meet yearly goals, fluent usage of the church computer program (CCB), child check-in system, and Microsoft programs.

Additional Functions: This position may be needed to work at a ministry event such as a church picnic, family movie night, and volunteer meetings. This position may be required to attend training seminars and conferences.

Physical Requirements: This position may be required to lift 50 lbs. Must be able to climb an 8 ft ladder. It may require repetitive bending, long periods of standing, and working with sanitizing chemicals.

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