

## Genesis Church – Petoskey, Michigan

### **Genesis Kids Ministry Assistant**

#### **Overview**

We are looking for an organized and friendly person who will be comfortable and confident leading children, parents and volunteers. They will be a vital team member for ministry to children, birth through fifth grade. Two Sunday mornings a month are required, but the remainder of the schedule is flexible. This is a hybrid position, and a portion of the work can be accomplished from home.

#### **RESPONSIBILITIES**

The Genesis Kids Ministry Assistant will work alongside the Genesis Kids Coordinator in preparing and executing the Sunday morning Genesis Kids Ministry. They will provide support in organizing materials and staff for Sunday morning as well as being the “in charge” person two Sundays a month.

#### **During the Week - Kids Ministry Administration (50%)**

- Assist the Coordinator with planning and weekly operation of Genesis Kids (birth - 5<sup>th</sup> grade).
- Assist the volunteer “behind the scenes team” in preparing materials for Sunday mornings as needed.
- Assist with volunteer scheduling and sending out lessons and reminders for teaching.
- Maintain classroom supplies (markers, cups, snacks etc.)

#### **On Sundays (40%)**

- Be “in charge” for two Sundays, making sure all materials are in place, technology is working, and volunteers are fully supported. This requires the ability to direct volunteers and make quick decisions when necessary.
- Assist with classroom needs as they arise.

#### **Training and Team Development (5%)**

- Assist Coordinator in recruiting and equipping adult leaders and teen volunteers to ensure excellence in ministry and a healthy team environment.
- Assist with preparations for Genesis Kids Team Meetings, as needed.

#### **Other/Miscellaneous (5%)**

- Will be supported and evaluated by the Genesis Kids Coordinator and the Executive Pastor.

#### **JOB CLASSIFICATION**

This is a part-time position of 8-12 hours per week. The hours may vary from week to week and the position is paid at an hourly rate without benefits.

The following classifications apply to this position:

- Part-time
- Hourly
- Non-Exempt
- Non-Pastoral
- Hybrid. (Some remote work is possible. The amount will be agreed upon at the time of hire and reviewed regularly for effectiveness).

## **QUALIFICATIONS**

The Genesis Kids Ministry Assistant will:

- Meet the same qualifications as a Genesis Partner with a solid Christian testimony. They should also meet the qualifications of a servant leader as described in I Timothy 3:8-13.
- Embrace and champion the Genesis vision and values.
- Demonstrate an obvious love for children and their families. Preference will be given to individuals currently demonstrating a strong commitment to serving in Genesis Kids.
- Possess the people skills necessary for working as part of a ministry team and for equipping and encouraging volunteers.
- Possess the administrative skills necessary for delegating tasks and organizing ministry resources.
- Possess the technology skills necessary for an effective digital impact.

## **ABOUT GENESIS**

Genesis Church exists to know Christ and to make Him known. Genesis is a place of belonging no matter where you are on your journey with God and a place where the leadership challenges and equips fellow followers to become more like Jesus by sharing the Gospel and serving others in meaningful ways. Our values center around the following phrases:

1. Open Handed (*generosity*)
2. Outreach Focused (*others first*)
3. Keeping it Real (*authenticity*)
4. Bringing our Best (*excellence*)
5. Better Together (*building partnerships to do more*)

## **APPLY**

You can apply at <https://genesispetoskey.com/careers/>.

Questions can be directed to Scott Gardziella [scott@genesispetoskey.com](mailto:scott@genesispetoskey.com)

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