



*Title:* Children's Ministry Assistant  
*Reports to:* Director of Children's Ministry

*Staff:* Part- Time, 6 hours a week (4 on Sundays)

### Position Description:

The Children's Ministry Assistant has a contagious love for Jesus and a love for children. He or she is responsible for assisting the Kids Director in preparing and implementing Sunday morning kids programs and other special events and working with children at Truro ages 5-12.

### Duties and Responsibilities:

- Assist the Truro Kids Director in gathering and preparing materials for Sunday morning kids programs
- Serve on Sunday mornings in Kids Ministry, welcoming and greeting parents, helping maintain safety standards, managing check-in processes, and being a team player
- Serve on Sunday mornings in the classroom as a small group leader or assistant as needed
- Present content to kids large group from up front as needed
- Help maintain the organization of arts and crafts and curriculum materials, including putting away materials weekly
- Help the Family Ministries team with special events as assigned
- Other duties as assigned

### Helpful Experience and Skills:

- Must have an active and personal relationship with Jesus
- Be a flexible problem solver willing to jump into a wide variety of situations as necessary
- Have Infant and child CPR/First Aid certification (or a willingness to receive certification)
- Have experience working with children
- Friendly, outgoing, warm, enthusiastic with a passion for children
- Experience with curriculum and teaching helpful

### Special Notation:

The physical demands are those necessary to successfully perform the essential functions of the position as outlined above. These include, but are not limited to:

- Ability to stand, walk and sit
- The use of hands, reaching, and stooping
- Ability to carry 10-20 pounds

- Ability to walking up multiple flights of stairs
- Ability to sit on floor, squat, bend, and other physical requirements of working with children

All job descriptions are subject to change when the current AOM structure changes, and/or new staff members arrive, and/or at the discretion of the Rector.

**If interested, please submit cover letter, resume, and references via email to [abronaugh@truroanglican.com](mailto:abronaugh@truroanglican.com)**