

Job Title: Kids Ministry Assistant

Reports to: Kids@UC Pastor

10 - 15 hours per week



**THE IDEAL CANDIDATE IS:**

1. A gifted, administrator passionate about planning, organizing, and leading worship ministry for children
2. An authentic Christ-follower with the ability to relate to children, adult leaders and parents
3. A person who strives for excellence
4. Someone who pays close attention to details without overlooking the value of people
5. Computer literate (Word processing, PowerPoint, Excel, Data entry, etc.)

**GENERAL RESPONSIBILITIES:**

1. Coordinate all kids worship for weekend services, small groups, OutLoud leadership team, and kids choir
2. Coordinate and train Kids@UC tech volunteers
3. Upload media and slides into ProPresenter for weekend services and small groups
4. Assist Children's Pastor and Associate Pastor during services
5. Follow annual budget as provided by Kids@UC Pastor
6. Attend weekly Children's staff meetings, Support Staff Meetings, and monthly All Staff Meetings
7. Maintain regular office hours (Sunday mornings, Tuesdays and Wednesdays)

**SECONDARY DUTIES AND RESPONSIBILITIES:**

Other duties, responsibilities, and/or ministries may be negotiated, acquired or assigned dependent upon experience, gifting, and abilities.

**PREFERRED QUALIFICATIONS:**

High School Diploma

Experience working with children and a background in choir or music

Submit Résumé To Amanda Wills at [willis@unionchapel.com](mailto:willis@unionchapel.com)