

**KILLEARN UNITED METHODIST CHURCH  
TALLAHASSEE, FLORIDA**

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<b>POSITION DESCRIPTION</b>
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***POSITION TITLE:*** Ministry Assistant, Children's Ministries

***BASIC FUNCTION:*** Provide administrative, logistical, technical, and creative assistance to the Director and Associate Director(s) of Children's Ministries. Work is performed under the direction of the Director of Children's Ministries. This is a part-time position requiring approximately 24 hours per week. Hours are flexible and will be determined by the level of activity in the program areas supported.

***SPECIFIC RESPONSIBILITIES:***

- Produce advertising, promotional, and publicity materials for children's activities. This may include emails, flyers, mailers, brochures, videos and more.
- Ensure informational materials on children's programs are up-to-date and available, in both paper form and on the church website.
- Communicate bulletin announcements, Spotlights, and inserts weekly to communications staff via the PR Request Form and outlined procedures.
- Provide assistance to Associate Director(s) and other children's ministries as needed.
- Gather and report attendance data for children attending programs weekly and keep records for annual attendance report.
- Initiate, coordinate, and make final arrangements for camps, conferences, retreats, and spiritual activities as directed.
- Obtain and maintain data on Killearn families and volunteers. Enter appropriate data into membership records in CCB Database. This includes weekly entering of new family attendance sheets.
- Maintain separate, updated registration forms for KUMC programs and Celebrate Recovery Childcare and Celebration Place (following CR protocol for inputting that information into CCB.)
- Routinely update the design of other staff forms as needed.
- Create new Nursery Staff/Volunteer nametags as needed.
- Execute yearly promotion of all students, birth-12<sup>th</sup> grade, in CCB.
- VBS duties – participate in planning, supply acquisitions, coordinating volunteer opportunities, create graphics/multimedia designs for any areas needed (nametags, Crew Signs, room signs, promo videos, posters, etc.) and other duties as assigned.
- Maintain registration information on children and volunteers for Vacation Bible School.

- Assist in recruiting volunteers and necessary resources for Springtime Killearn, Trunk or Treat, and other special events.
- Order, organize and maintain office supplies and materials as needed.
- Design and restock Worship Together Worksheets and clipboards in the Sanctuary weekly.
- Maintain copier in Epworth Building – replace toner, reorder paper and other supplies through Receptionist, contact service provider as needed.
- Attend conferences/educational opportunities as directed by Director of Children's Ministries.
- Work in coordination with all staff members of the church with a primary focus on children's ministry.

### ***WORKING RELATIONSHIPS:***

Immediate Supervisor: Director of Children's Ministries. Supervisor will assign and establish priorities if a conflict should arise. Other: Associate Director(s) of Children's Ministries, other Children's Ministries staff, Church Staff and volunteers.

### ***DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:***

- A high degree of task-discipline and self-discipline as demonstrated by the ability to follow and keep a tight schedule.
- Strong interpersonal relationship skills.
- Strong creative vision and ability to execute said vision.
- The ability to create organization and logical sequence from minimal or sketchy information is critical.
- Typing and data entry skills are required.
- A proficient working knowledge of Microsoft Word, Excel, PowerPoint, iMovie and Canva or relevant equivalents is required **as well as the ability to learn new technologies**. Ability to teach others about these programs is also a very desirable skill.
- A strong sense of Christian commitment and willingness to become a member of Killearn UMC.
- Minimum of High School education with minimum of 2 years related experience.