



**Children's Ministry Assistant Director**  
**15 hours/week**

**PURPOSE**

- To assist the Children's Ministry Director with his/her duties.
- To share in the supervision of Sunday morning children's programs.
- To provide general administrative support to the office staff, as directed by the Office Administrator

**RESPONSIBILITIES:**

1. Maintain class rosters in church database and prepare them for Sunday use.
2. Manage updates on class lists, door lists, etc.
3. Produce Covenant Keepers rotation (nursery volunteer rotation) and email weekly reminders.
4. Assign and maintain paging system.
5. Supervise nursery during one of the worship services.
6. Assist director in recruiting new volunteers for ministry purposes.
7. Direct nursery workers or volunteers when needed.
8. Substitute for director during planned Sunday-absences or sick days.
9. Assist director with correspondence to ministry leaders.
10. Assist director with the administrative duties involved in screening new volunteers.
11. Assist director with facility oversight and be responsible to order and replenish supplies for classrooms.
12. Assist Office Administrator in the administrative support of office staff. During peak times of CM ministry, it is anticipated that very little, if any, hours will be available for general administrative support. During maintenance-periods of CM ministry, all extra hours will be devoted to assisting the Office Administrator.

**APPLICATION**

- Email resume/C.V. to [recruiter@graceredeemer.com](mailto:recruiter@graceredeemer.com). Please include at least three references.