



Kids Assistant

The Kids Ministry Assistant is responsible for weekly administration of Kids Ministry logistics. They ensure that all ministry spaces are stocked and set for each service with curriculum, craft supplies, props, and general supplies (snacks, cleaning, etc.). They also oversee Kids Check-In and work with Greeters and Coordinators to ensure the maximum number of kids are safely placed in classrooms each service.

Position: Full-time
Location: Plano, Texas
Department: Kids
Reports To: Kids Minister

GENERAL REQUIREMENTS

- A flourishing personal relationship with Jesus as exhibited by the fruit of the Spirit
- Free from addiction or life-dominating sin; a commitment to living beyond reproach
- Affirmation and upholding of Citizens Church's Doctrines & Distinctives ([Beliefs](#))
- A passion for the mission to *Enjoy God, Love People, and Make Disciples*
- Compliance with Citizen Church's employee policies and procedures
- Compliance with all state and federal laws and regulatory requirements
- Flexibility of schedule, including nights and weekends, as needed by the ministry
- Must demonstrate a clear background check
- Perform other duties as required

JOB RESPONSIBILITIES

Regular Responsibilities

- Take notes and assign action items from weekly debrief meetings
- Make facilities and technology requests as needed
- Keep ministry spaces clean, stocked, and organized
- Prep weekly curriculum
- Recruit and train volunteer Greeters for Check-In
- Prep for major events such as Good Friday/Easter services, Advent, Celebration Services, Church Picnic, etc.
- Communicate with first-time families

Sunday Morning Ministry

- Be a ministerial presence for Sunday morning services
- Lead volunteer Greeters and Coordinators in running Kids Check-In
- Work with Coordinators throughout service to help with any issues in classrooms
- Assist parents who have questions or who lose their pick-up sticker
- Ensure all classrooms are clear after services



CitiCamp

- Manage registration of all kids attending CitiCamp
- Compile t-shirt quantities and order camp shirts
- Recruit volunteers and coordinate workdays for prep and check-in
- Prep all written materials (training packets, parent information, Bible study, Family Discipleship Resources, daily schedules, etc.)
- Order snacks and drinks for volunteers
- Be a ministerial presence and a part of the Spirit Squad during camp week

Staff Requirements

- Attend all staff meetings (weekly staff meeting, Restore, etc.)
- Participation in Staff Development Activities (Restore, Staff Retreat, etc.)
- Attend one-on-one meetings with direct supervisor twice monthly
- Pray for members and attenders of Citizens Church
- Spend regular time in study and prayer

SPECIFIC QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree preferred
- Proficient in contextualizing theological truths for birth through 5th graders
- Working knowledge of child development
- Working knowledge in administrative systems and platforms (e.g. Google Drive and Apps, etc.)
- Able to make decisions, problem solve, manage conflict and work well on a team
- Self-starter, learner, flexible and adaptable
- Demonstrate good time management
- Demonstrate great organizational skills
- Proficient in both written and verbal communication
- Strategic thinking
- Coaching and development