CENTRAL

Kids Associate
Job Description

Position Summary

The Kids Associate supports the growth and effectiveness of Central Kids Ministry through weekly programming, volunteer development, administrative coordination, and event planning. Working alongside the Kids Director, this role helps create a welcoming environment where children grow in faith, families are supported, and volunteers are equipped to serve.

Position Responsibilities

Ministry Programming: Coordinate Sunday, Tuesday, and Wednesday programming, including room setup, curriculum, ProPresenter, worship, teaching, intern assignments, and volunteer coverage.

Administrative and Communication Support: Maintain calendars, attendance records, registrations, and sign-ups. Communicate with families, volunteers, and staff; manage ministry updates and promotional materials; and support facility requests and ministry operations.

Volunteer and Intern Development: Recruit, schedule, equip, and support volunteers and interns. Coordinate assignments, verify required training and background checks, and support volunteer appreciation, team-building, and leadership development.

Curriculum and Discipleship: Maintain curriculum and teaching resources, support quarterly mission initiatives, follow up with visiting families, participate in teaching and discipleship, and help expand ministry and outreach opportunities.

Event and Program Coordination: Assist with planning and execution of AWANA, Sports Camp, Pine Cove Camp in the City, Preteen Camp, Summer Event Days, and other Kids Ministry events, including volunteer coordination, registrations, logistics, and on-site support.

Ministry Leadership and Team Support: Partner with the Kids Director to strengthen team culture, improve ministry systems, develop leaders, and advance the mission of Central Kids Ministry.

Position Profile

Character: Demonstrates a growing relationship with the Lord, biblical values, integrity, wisdom, and responsible stewardship.

Experience: Demonstrates administrative and organizational competence, relevant ministry experience, and a heart for children's discipleship and family ministry.

Relational: Builds positive relationships with children, families, volunteers, interns, and staff; communicates professionally; and works collaboratively.

Cultural: Aligns with Central's beliefs, mission, culture, and values and follows established policies and leadership direction.

Skills and Qualities

- Strong organization, attention to detail, initiative, and follow-through.
- Clear, professional written and verbal communication.
- Ability to manage multiple responsibilities and deadlines.
- Proficiency with Planning Center, ProPresenter, eSpace, Google Suite, Microsoft Office, Mailchimp, and Canva.
- Ability to recruit, equip, encourage, and coordinate volunteers and interns.
- Flexibility to work evenings, weekends, and special events as needed.
- A collaborative, servant-hearted approach to creating safe, welcoming ministry environments.