



OVERVIEW

The role of the wentzvilleKidz Ministry Assistant is to support the wentzvilleKidz ministry team with important administrative needs or responsibilities requiring more commitment than a volunteer and partnering with said team to accomplish and improve ministry events and programming at WCC. This role is both relational and organizational, with an expectation of connecting kids and families to Christ on Sundays and throughout the week.

RESPONSIBILITIES:

EVENT PLANNING

- Assist wentzvilleKidz staff with event planning and delegation of roles.
- Help lead aspects of events and programming that are time and skill-intensive.

LOGISTICS

- Help plan logistics for outside events (Back to School Fair, Park Days, etc.).
- Coordinate with wentzvilleKidz Staff Members to understand their needs and report research in a timely manner.

COORDINATION

- Help with correspondence and scheduling for ministry events and weekly programming.
- Assist in ensuring clear communication and expectations between staff and volunteers.
- Help onboard new wentzvilleKidz team members.

WORKING ENVIRONMENT

- Typical office and church environment.
- Hours will be 25 per week, but flexible in scheduling.
- Work schedule may vary to respond to needs of the church.
- Local and regional travel as necessary.

OVERSIGHT

This role would be under the wentzvilleKidz Ministry team and direction would be provided by Manda Miller (Early Childhood Minister) with oversight by Randy Diebel (Director of Ministries).