

PERSONNEL DESCRIPTION: Kids@FBK Ministry Assistant (PART-TIME)

PERSONNEL CLASSIFICATION: Ministry Support Staff

### JOB DESCRIPTION:

The Kids Ministry Assistant is responsible for supporting the Kids & Families Director and the Kids Ministry team of dedicated volunteers in the day-to-day execution of the ministry by ensuring excellence in administrative, event and communication support. The position supports the Kids Ministries and the overall mission and vision of First Baptist Kettering to invite people to be transformed by Jesus.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide Administrative Support for all activities of the Kids@FBK Ministry
  - Create and maintain departmental reports, records, promotional material, and registrations for ministry events and weekly activities
  - Oversee reset/cleaning of classrooms and Terminal C
  - Download, organize and maintain curriculum on Jellyfin and classroom supply needs
  - Prepare and distribute weekly curriculum for all Kids classrooms
  - Coordinate with other ministries using Kids spaces to ensure readiness
  - Maintain organized storage of Kids resources
  - Assist director in outreach and connection to families
- Provide Event Support for the Kids@FBK Ministry
  - Assist in planning and execution of Kids Ministry events, retreats, camps, special weekends, and Vacation Bible School (VBS)
  - Provide step-by-step action plans and timelines for engaging special events / retreats / weekends
  - Coordinate volunteers for special services and ministry events
  - Provide support to Awana Club as needed
- Provide Financial Support for the Kids@FBK Ministry
  - Complete expense reports and documentation tracking Kids ministry budget including check requests; receipts for purchases; reimbursements
- Provide Communication Support for the Kids@FBK Ministry
  - Work with Digital Media Specialist to ensure:
    - Kids ministry is clear, accurate, and informative
    - Families and guests receive timely information
    - Digital communication tools are managed effectively to keep families informed and engaged
- Other duties as assigned

### RELATIONSHIPS

- Reports to the Executive Pastor and Kids & Families Director
- Provides direct support to the Kids & Families Director and Kids Ministry volunteers
- Collaborates with the Digital Media Specialist to coordinate media projects and communication
- Works frequently with other staff members

## REQUIREMENTS

- Commitment to the mission, vision, and values of First Baptist Kettering
- Ability to work independently while supporting a team-based ministry culture
- Proficiency in computing systems such as Microsoft Office (Word, Excel, etc.) and Google Business suite (Drive, Sheets, Docs, etc.)
- Regular working hours Monday – Thursday expected (15 hrs/wk)
  - variations in schedule to meet ministry needs should be expected

