

# KidsPoint Central Assistant

**BridgePoint Church – Central/Tyrone Campus**  
6690 Crosswinds Dr. N., St. Petersburg, FL 33710

**Part-Time | ~20 hrs/week | Non-Exempt | \$15-17/HR**

The KidsPoint Central Assistant helps people get closer to God by supporting the KidsPoint ministry through strong organization, communication, and behind-the-scenes coordination. This role plays a key part in creating safe, welcoming, and well-prepared environments for children, families, and volunteers across all BridgePoint campuses.

We're looking for someone who is detail-oriented, ministry-minded, and energized by supporting teams and systems so others can disciple kids well.

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## What You'll Love About Working at BridgePoint

### Schedule

- Part-time: ~20 hours/week
- Flexible weekday hours
- Sunday morning support at the Tyrone Campus during KidsPoint programming

### Part-Time Benefits

- Employee Assistance Program (EAP) — work-life, counseling, legal & financial support
- 8 paid hours of Volunteer Time Off (VTO) per year
- Retirement Plan Matching available after 90 days
- A culture that prioritizes spiritual health, teamwork, and a positive environment focused on helping people grow closer to God

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## About the Role

The KidsPoint Central Assistant provides administrative, operational, and Sunday support for the KidsPoint ministry. This role focuses on coordination, communication, and execution that enables KidsPoint staff and volunteers to effectively disciple children and care for families across all campuses.

You'll work closely with the KidsPoint Director and KidsPoint team to support curriculum distribution, volunteer communication, safety processes, and weekly programming needs. While this role is based centrally, its impact reaches every campus.

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## Key Responsibilities

Under the direction of the KidsPoint Director, supports the operational and administrative needs of the KidsPoint ministry to effectively serve children and families.

- Orders KidsPoint supplies and maintains accurate inventory for the craft room and ministry storage areas.
- Packs and distributes KidsPoint curriculum boxes for all campuses in a timely and organized manner.
- Manages KidsPoint communications, including the monthly KidsPoint Parent Email, monthly KidsPoint Volunteer Email, and weekly KidsPoint Parent Devotional.
- Runs background checks for KidsPoint volunteers to help ensure a safe and secure environment for children.
- Manages and maintains KidsPoint social media platforms to support ministry communication and engagement.
- Assists with the execution of the Sunday KidsPoint program at the Tyrone Campus, supporting staff and volunteers as needed.
- Collaborates with the KP Team to support KidsPoint programming, special events, and overall ministry initiatives.
- Utilizes Asana for task management and project coordination within the KidsPoint team.
- Professes Jesus Christ as Lord and Savior and maintains active membership at BridgePoint Church.

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## Who Thrives in This Role

We're looking for someone who is:

- A follower of Jesus who professes Him as Lord and Savior
- Organized, dependable, and detail-oriented
- Comfortable managing multiple tasks and deadlines
- A team player who enjoys supporting others and building healthy systems
- Committed to active membership and participation at BridgePoint Church

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## Qualifications

- High school diploma or equivalent required.
- Bachelor's degree in education, early childhood development, religious studies or a related field preferred, (4+ years ministry experience may be considered as a substitute for required degree).

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## Physical Requirements

- Ability to stand, walk, and sit for extended periods of time.
- Ability to lift and carry up to 25 pounds.
- Ability to bend, stoop, and reach.
- Ability to climb stairs and navigate uneven terrain.
- Ability to operate a computer and other office equipment.
- Ability to drive and have a valid driver's license.
- Ability to respond quickly in emergency situations and provide appropriate assistance.

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## How to Apply

Please submit a cover letter, resume and [employment application](#) as a single attachment when applying to [jobs@bridgepointfl.com](mailto:jobs@bridgepointfl.com) and include the position title as the subject line.

Application and background check will be required prior to employment.