



Christ Community Church Job Description

Job Title: Adventure Kids Assistant

FLSA Status: Part-Time, Non-Exempt

Days/Hours: Up to 20 hours per week. Days and times may vary and are established based on the needs of the Ministry and are at the discretion of the Adventure Kids Director.

Weekend Responsibilities: This position has regularly scheduled weekend duties and responsibilities and those are to be communicated in advance by the Adventure Kids Director.

MINISTRY PURPOSE: This position is responsible for assisting the Adventure Kids Director with ongoing projects in the advancement of the Adventure Kids (AK) vision and in supporting Christ Community Church's mission of "Helping All People Find Freedom in Following Jesus."

MINISTRY QUALIFICATIONS:

Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that champions the needs of children.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Demonstrate a high level of proficiency using MS Office and various forms of Social Media.
- Take initiative in both administrative tasks and relationship building.
- Understand the unique discipleship and logistical needs of a growing church community.
- Navigate wisely and professionally between the goals of the Adventure Kids Ministry, Ministry Leaders, Volunteers, and the concerns of individual parents.
- Display excellent communication and interpersonal skills across varying modes of contact: face-to-face, phone, text, email, Social Media, etc.
- Demonstrate a positive, “can do” attitude in all interactions, communications, and circumstances.
- Display punctuality, professionalism, integrity, and effective time management at all times.
- Ability to maintain the highest degree of discernment and confidentiality at all times.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others, exercising both a spirit of discernment and deference.
- Resolve relational and professional conflicts quickly while extending and receiving forgiveness.
- Be confident in decision making but gracious toward people—realizing people are more important than programs.
- Develop intentional relationships with volunteers, parents, and children.

JOB RESPONSIBILITIES:

- Complete weekly administrative and clerical tasks alongside Adventure Kids Staff, Team Leaders, and Volunteers.
- Adhere to pre-determined, communicated timelines and deadlines regarding assignments and projects.
- Attend meetings, events, and services as assigned by the Adventure Kids Director.
- Meet with the Adventure Kids Director on a weekly basis to discuss assignments, tasks, work performed, progress, and to request assistance.
- Protect the reputation and integrity of CCC by pursuing our Vision, Mission, and Purposes.

- Adhere to all stated and implied regulations and guidelines within the CCC Employee Handbook.
- Perform other related duties as assigned by the Adventure Kids Director.

Education:

High School Diploma.

Experience:

Some related and responsible work/volunteer experience; preferably in the area of administrative support to include the supervision of others.

Skills: Excellent written, verbal and interpersonal communication skills. Proficiency using MS Office (Word, Excel, PowerPoint) and Social Media (Facebook and Twitter).

Physical Requirements:

Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and reach. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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