

# TRURO Anglican Church Staff



**Title:** Kids Ministry Curriculum Assistant      *Support Staff: 20 hours, exempt*  
**Reports to:** Dir. of Kids Ministry; Dir. Of Family Min      Date Effective: 11/1/18

## Position Description:

The Kids Ministry Curriculum Assistant has a contagious love for Jesus and a love for children. He or she is responsible for assisting the Kids Pastor in developing and preparing curriculum for children at Truro ages 4-11 and serving as part of the Family Ministries team.

## Duties and Responsibilities:

- Assist the Truro Kids Pastor in developing curriculum (currently The Gospel Project) for our Sunday AM KidZone and Half Time programs.
- Serve in the classroom as a teacher and leader as needed.
- Serve on Sunday mornings in Kids Ministry, welcoming and greeting parents, helping maintain safety standards and managing check-in processes, and otherwise be a “team player” on Sunday mornings
- Assist in the developing of curriculum for Alpha, Marriage Course, Weekend Away, or other special programming as assigned under the supervision of the Kids Ministry Director
- Help develop and maintain excellent check-in and other child safety procedures
- Gather and prepare materials for our Kids Min volunteers weekly, ensuring that they have everything they need to effectively lead kids programming on Sunday AM
- Help the Family Ministries team with special events as assigned
- Serve as resource for parents with young children
- Participate in staff meetings, trainings, etc. as assigned
- Other duties as assigned

## Experience and Skills:

- Must have an active and personal relationship with Jesus and must be willing to participate fully in the life and ministry of Truro Church
- Must be both a leader and a team-player
- Must be a flexible problem solver willing to jump into a wide variety of situations as necessary
- Infant and child CPR/First Aid certification (or willingness to receive certification)

- At least 2 years experience caring for infants, toddlers, and/or preschoolers
- Understand unique developmental needs of infants and toddlers
- Detail oriented and able to manage numerous activities concurrently
- Must have high integrity and ethical standards
- Friendly, outgoing, warm, enthusiastic and has a passion for children
- Experience with curriculum and teaching, preferably early childhood
- College degree preferred

### **Physical Demands/Work Environment:**

The physical demands are those necessary to successfully perform the essential functions of the position as outlined above. These include, but are not limited to:

- Ability to stand, walk and sit
- The use of hands, reaching, and stooping
- Ability to walking up multiple flights of stairs
- Must be able to lift a toddler to a changing table (approximately 30#)
- Ability to sit on floor, squat, bend, and other physical requirements of working with babies, toddlers and children

### **Special Notation:**

All job descriptions are subject to change if the current AOM structure changes, and/or at the discretion of the Rector.