



Job Description

Temporary Children's Director Assistant

Job Classification: Non-Exempt Part-Time

Reports To: Discipleship Director (CD)

Coordinates With: Children's Director and Children's Ministry Team

Supervises: None

Primary Function:

Provide comprehensive support to the Children's Director (CD) during pre-maternity leave, maternity leave, and post-maternity leave phases to ensure the smooth operation of the children's ministry.

Core Responsibilities:

Pre-Maternity Leave Support:

- Assist in normal CD responsibilities in collaboration with Children's Director
- Assist in preparing ministry for Children's Director's maternity leave
- Shadow Coordinators to learn and assist
- Assist in completing CD serving rotational teams (full volunteer rotations from August to December)
- Restock supplies for fall, including snacks, paper products, cleaning supplies, etc.
- Train in CD systems such as check-in, The Bridge, CD room expectations, and Sunday morning routines
- Participate in room updates, including painting, setup, repairs, and decor as time allows

During Maternity Leave:

- Coordinate and oversee volunteer scheduling (in partnership with Coordinators)
- Set up rooms weekly with pre-prepared videos, curriculum placement, room organization, and printed schedules
- Connect and check-in with coordinators regularly
- Connect with Discipleship Director for weekly "stand up" meeting

Post-Maternity Leave:

- Continue support as needed and assist with the Children's Director's transition back.

Time Commitment:

- 10-15 hours per week
- Flexible schedule with core hours to be determined in coordination with the Children's Director and Discipleship Director

Reviews:

- Conduct "mini-reviews" each quarter to track goals & provide accountability

Commitment:

- This temporary position is offered for a term of 6 months with the possibility of extension based on organizational needs and performance.

Compensation:

- Depending on availability and competency, around \$250 per week.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Riverside Community Church and does not establish a contract for employment.