



JOB TITLE	Children's Ministry Assistant
VERSION DATE	04/28/2026
MINISTRY/DEPARTMENT	Children's Ministry
APPROVED HOURS	20 hours per week
REPORTS TO	Director of Children's Ministry
SALARY RANGE	\$19.00 - \$20.00 per hour
CLASSIFICATION	Part Time - Non-exempt

JOB SUMMARY

The Children's Ministry Assistant supports the Children's Pastor/Director in creating a fun, safe, and spiritually engaging environment where children (birth through 5th/6th grade) can grow in their relationship with Jesus.

This role is highly relational and hands-on, involving direct interaction with children, support of volunteers, and helping bring weekly ministry environments to life. The ideal candidate loves being with kids, brings energy and warmth, and is excited to help create meaningful experiences that point children to Jesus.

As staff members, we collectively act as proponents for encouraging individuals to embrace a lifestyle as cherished apprentices of Jesus. This is achieved by nurturing the five elements specified in our focus statement: engaging with Jesus, understanding Jesus' teachings, practicing the works of Jesus, collaborating with Jesus, and extending invitations to others.

The Children's Ministry Assistant helps model and cultivate this lifestyle in the next generation.

ESSENTIAL DUTIES/RESPONSIBILITIES

Engaging with Kids

- Build relationships with children and create a welcoming, fun, and safe environment
- Assist in leading classroom activities, small groups, and large group moments
- Help communicate biblical truths in age-appropriate and engaging ways
- Be a consistent, positive presence for kids and families

Sunday & Weekly Ministry Support

- Help prepare and set up environments for weekend services
- Assist with curriculum implementation and classroom flow



- Support volunteers during services to ensure a smooth and excellent experience
- Help maintain a safe and secure environment for all children

Volunteer & Team Support

- Encourage and support volunteers during services
- Help foster a positive, team-oriented culture
- Assist with onboarding and training as needed

Events & Family Connection

- Support planning and execution of events (VBS, camps, special services, etc.)
- Help welcome new families and create a great first-time experience
- Assist in helping kids and families take next steps within the church

Administrative Support

- Assist with attendance tracking and basic follow-up
- Help with communication and organization of ministry materials
- Support the general organization of classrooms and supplies

NON-ESSENTIAL DUTIES/RESPONSIBILITIES

- A growing relationship with Jesus Christ
- Positive, servant-hearted, and team-oriented attitude
- Warm, welcoming presence with both kids and adults
- Flexibility and the ability to stay calm in a dynamic environment
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QUALIFICATIONS

- High School or GED equivalent graduate required
- A genuine love for children and a passion for helping them grow in faith
- Relational, energetic, and engaging personality
- Ability to work well with teams and support volunteers



WORK EXPERIENCE

- Prior experience with children (ministry, childcare, education, etc.) preferred

SKILLS

- Dependable, organized, and able to follow through on responsibilities
- Basic computer skills (Google Workspace, email, etc.)

WORK SCHEDULE

- Sundays from 8 am - 1 pm, in the office on Tuesday & Thursday
- Some additional evenings for special events and help with VBS, Camps etc. if available

If you're interested in this position, please email Brad your intention to apply, followed by submitting a résumé and cover letter, by May 7, 2026, to Brad Cummins (bradc@canyonviewchurch.com).

We look forward to reviewing your application!