

KIDSPPOINT ASSISTANT DIRECTOR

Reports To: KidsPoint Ministry Director

Status: Part Time | 20 hours per week

Ministry Area: Gathering

Schedule: Sundays and Wednesdays(on-site); additional availability for scheduled special events on-site will be required

POSITION SUMMARY

The KidsPoint Assistant supports the KidsPoint Ministry Director in creating safe, welcoming, organized, and Christ-centered ministry experiences for children and families at LifePoint Church.

This position provides hands-on support for Sunday programming, volunteer scheduling and communication, curriculum preparation, classroom leadership, and special KidsPoint programs. The KidsPoint Assistant works closely with the KidsPoint Ministry Director to ensure volunteers are equipped and children experience consistent, engaging opportunities to grow in their relationship with Jesus.

SUCCESS SUMMARY

Success in this position looks like KidsPoint programs that are prepared, well-supported, and welcoming, with equipped volunteers helping children connect with Jesus and grow in their faith.

ESSENTIAL RESPONSIBILITIES

Sunday & Weekly Ministry Support

- Assist the KidsPoint Ministry Director with preparation and execution of Sunday morning KidsPoint programming.
- Help ensure classrooms, curriculum, supplies, and volunteer resources are prepared for weekly ministry.
- Teach or provide classroom coverage regularly and as needed.
- Support a welcoming and organized Sunday experience for children, families, and volunteers.

- Assist with weekly KidsPoint lessons and videos as needed.

Curriculum & Programming

- Prepare and distribute curriculum and related materials for Toddler and KinderKid volunteers.
- Assist with preparing materials and resources needed for age-appropriate KidsPoint programming.
- Support midweek programming, VBS, and other KidsPoint special programs and events.

Volunteer Support & Scheduling

- Manage and maintain KidsPoint volunteer schedules in coordination with the KidsPoint Director.
- Assist with recruiting, equipping, communicating with, and supporting KidsPoint volunteers.
- Help identify volunteer coverage needs and communicate scheduling changes in a timely manner.
- Build positive relationships with volunteers and help create an environment where volunteers feel supported and prepared to serve.
- Keep background checks current for all volunteers and ensure no one is serving without a cleared check on file
- Work with KidsPoint Director to obtain and maintain child safety training for volunteers.

Ministry & Team Support

- Meet regularly with the KidsPoint Ministry Director for planning, communication, and ministry coordination.
- Participate in staff meetings and KidsPoint team meetings.
- Communicate ministry needs, volunteer concerns, and follow-up items to the KidsPoint Ministry Director.
- Assist with other KidsPoint responsibilities consistent with the scope of the position as ministry needs arise.

QUALIFICATIONS AND ATTRIBUTES

- Demonstrated commitment to Jesus Christ and a lifestyle consistent with Christian faith and character.
- Heart for children, families, and children's ministry.
- Ability to work effectively with both children and adult volunteers.

- Strong organizational, communication, and follow-through skills.
- Dependable and able to manage recurring weekly responsibilities and schedules.
- Comfortable teaching and interacting with children in classroom and ministry environments.
- Ability to work collaboratively with the KidsPoint Ministry Director, staff, and volunteers.
- Willingness to learn and use church scheduling, communication, and ministry systems.
- Previous experience in children's ministry, education, childcare, or volunteer leadership preferred.

MINISTRY AND VALUES ALIGNMENT

The KidsPoint Assistant is expected to model LifePoint's values through a Christ-centered, people-first approach to ministry. Effectiveness includes both accomplishing the work with excellence and cultivating a healthy ministry culture marked by integrity, collaboration, spiritual maturity, clear communication, accountability, and care for people as presented in UNLEASHED team values.

Because this position serves children and families, the KidsPoint Assistant is also expected to consistently follow LifePoint's child safety, security, check-in, and volunteer screening procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position regularly works in active children's ministry environments and may require standing, walking, bending, sitting on the floor, moving between classrooms, and interacting with children for extended periods. The position may also require lifting or carrying curriculum, supplies, classroom materials, and ministry equipment. Some administrative work involves computer use and preparation of ministry materials. Reasonable accommodations may be provided consistent with applicable law.

POSITION DESCRIPTION NOTICE

This position description summarizes the role's primary responsibilities and expectations. It is not intended to include every possible duty. LifePoint Church may revise responsibilities as ministry needs develop, consistent with the part-time scope of the position and applicable law.