

Waypoint Church
WayKids Ministry Assistant
Job Description

Job Title: WayKids Ministry Assistant
Department: Children's Ministry
Reports To: WayKids Director
FLSA Status: Non-Exempt, Part-Time (24-28 hours weekly)

SUMMARY

The WayKids ministry assistant provides organizational support for children's weekly programming, classes, and special events. The ministry assistant serves the WayKids mission of making a way for children to belong, so that they believe in Jesus Christ for salvation, and become the disciples God created them to be.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative & Ministry Support

- Assist with providing Sunday morning staff support to volunteers for two services.
- Maintain accurate records of families and volunteers utilizing approved database programs.
- Maintain accurate records of guests and provide email follow-up with first-time visiting families.
- Record weekly attendance and report trends by email to ministry leaders.
- Assist with check-in configurations for kids and volunteers in Rock.
- Assist in the onboarding process for people serving in WayKids. This includes sending and confirming completion of background checks, safety training, and handbook policies.
- Oversee supplies and ordering for guest gifts and supplies, gumball machine, Treat Tower, and Celebration Station.
- Oversee supplies and ordering for volunteer snack station and prep the area weekly.
- Oversee food orders for meetings, classes, and special events.
- Print and distribute supplemental activity pages and unit resources.
- Print and organize copies of weekly lessons for supply team distribution and volunteer use.
- Print and distribute signage in WayKids spaces, as assigned.
- Maintain registrations and provide communication support.
- Maintain curriculum and media folders for volunteers, production, and campuses.
- Record receipts and process check requests from WayKids staff.
- Maintain WayKids calendar on Outlook.
- Secure transportation, room reservations, childcare and security requests, and work orders for ministry events through eSpace.
- Process registration deposits and payments for all children's ministry events.
- Record and deposit missions giving.
- Assist the WayKids directors in the implementation of all ministry events.
- Participate in ministry and support staff training as needed.

General Responsibilities and Expectations

- Be an active and positive voice of support for the children's ministry and Waypoint Church.
- Maintain flexibility and cooperation in working with the team, volunteers, and families.
- Be proficient and teachable in Word, Excel, Outlook, Canva and Rock.

- Understand working hours may need to be flexible when preparing for special events.
- Begin and end projects within reasonable timeframe.
- Be aligned with and represent organizational vision, goals, values, and policies.

PERSONAL QUALIFICATIONS

Character Traits

- Passion for Christ, the gospel and the local church
- Evidence of continued spiritual growth
- High integrity and strong work ethic
- Self-directed team player
- Maintains confidentiality

Gifts, Skills, and Talents

- Service-oriented
- Administration and organization
- Strong oral and written communication skills
- Ability to organize multiple projects and multiple needs
- Ability to discern needs and respond appropriately
- Maintains composure under pressure

EXPERIENCE

- Administrative ministry-related experience, preferred
- Volunteer team coordination experience, preferred

EDUCATION

- High school diploma/GED with related experience
- Associate or bachelor's degree, preferred