



Kids Ministries - Ministry Assistant

Job Purpose

This position provides administrative and organizational support to Kids Ministries at SPAC. The Ministry Assistant helps ensure smooth operations by scheduling and communicating with volunteers, maintaining the ministry database and check-in system, assisting with website, and providing support for Kids Ministries programs and events. As part of the role, the Ministry Assistant joins the Kids Team in Kids Ministries during weekend services and special events, sharing in the joy and impact of ministry life at SPAC.

Team and Ministry Involvement

1. Meet weekly with Kids Pastor and other members of Kids Staff Team to plan weekend programming, organize special events/training sessions and coordinate care for families/volunteers
2. With Kids Staff, organize volunteer care initiatives like birthday messages and appreciation events
3. Equip and empower Office and Behind the Scenes volunteers to use their gifts and enjoy serving in Kids Ministries
4. Work during Kids Ministries weekend services and special events (ie. Kids Nights, Summer Half Day Camp and Training Sessions)
5. Maintain a positive and servant-hearted presence within the ministry team, contributing to a welcoming and organized environment for families and volunteers.

Administrative Support

1. Support the Kids Pastor by maintaining and updating the volunteer scheduling system, ensuring adequate coverage for all Kids Ministry programs and events.
2. Manage volunteer records and profiles, including Abuse Prevention requirements and training records.
3. Support the registration and check in process for programs and events, ensuring accuracy and timely communication with families.
4. Update website with events and resources for families
5. Maintain attendance records
6. Ensure rooms, supplies, and resources are prepared for weekly programming.
7. Book required church spaces for Kids Ministries use and coordinate with facilities regarding cleaning protocols and room setup.

Qualifications

- Passionate about supporting Kids Ministries and helping families/volunteers feel welcomed and cared for.
- Strong organizational skills and attention to detail.
- Excellent time management and ability to prioritize tasks.
- Clear and professional communication skills, both written and verbal.
- Ability to use or quickly learn church database and check-in systems.
- Collaborative, flexible and servant-hearted team player.
- Core Competencies include organization/time management, communication, and administration

Additional Requirements

- Criminal Record Check with Vulnerable Sector Check
- Completion of Abuse Prevention Training
- Will adhere to the policies and procedures of the Staff Handbook
- Membership, or working towards Membership, of Sherwood Park Alliance Church

Work Schedule

Consistent Hours

- Tuesday – Friday, 8:30am–3:30pm
- Mondays – Off

Variable Hours

Weekend shifts are scheduled collaboratively with the Kids Staff Team several months in advance. We ensure that at least one staff member serves as the point person each service to support volunteer leaders.

- Typical weekend schedule: 2 Saturdays per month and 3–4 Sunday services per month. Our goal is every Kids Staff can sit in the Auditorium for one service each weekend and have one weekend each 4-6 weeks fully off.
 - Saturday Shift: 3:30–8:00pm
 - Sunday 1st Shift: 7:30–11:00am
 - Sunday 2nd Shift: 10:15am–1:00pm
- Special Events: Approximately 4 Friday evening events per year
- Training Sessions: Approximately 3-4 evening training sessions per year