**Children’s Ministries Associate Position – 15 hours/week**

Maple Grove Covenant Church is currently looking for a part-time Children’s Ministries Associate who possesses the skill and talent to help make things happen! This person needs skills in: organization, interpersonal relationships, follow through, volunteer recruitment and networking. Technology skills are a plus! BA degree preferable.

This Associate would work in collaboration with the Children’s Ministries Director in the following ways:

* Build and nurture relationships with volunteers and parents and maintain consistent communication with them
* Oversee the scheduling of Sunday morning programming
* Be available Sunday mornings and Wednesday evenings for set up and class organizing
* Learn and use the church’s computer data base and other computer programs
* Work with staff to provide childcare for other church events on an as needed basis
* Recruit, train and support volunteers
* Help with Summer Day Camp and various Children’s Events

Please submit resume and references to Craig Case at [craig.case@maplegrovecovenant.org](mailto:craig.case@maplegrovecovenant.org). Please call 763-494-3233 with any questions.