

## **Children, Youth & Family Ministry Assistant**

**Redeemer Covenant Church**

**7801 Brooklyn Blvd., Brooklyn Park, Minnesota**

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Redeemer Covenant Church lives out the Great Commandment and Great Commission, striving to be ***“A Community Learning Compassion and Worship that is centered on Christ.”*** This mission is rooted in the words of Colossians 3:12 & 17, ***“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience . . . and whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”***

### **POSITION SUMMARY:**

The **Children, Youth & Family Assistant** is a staff position within the ministry team of Redeemer Covenant Church and reports directly to the Director of Children, Youth & Family Ministry. The **CYF Assistant** will provide administrative coordination and support to our ministry with children, youth and families, with a focus on Sunday and Wednesday programming.

### **MAJOR AREAS OF RESPONSIBILITY:**

#### **1. Administrative Support**

- Track and maintain our database of children, youth and families in Fellowship One.
- Maintain CYF calendars and coordinate room assignments and van reservations.
- Assist in preparing CYF promotional materials and communications.
- Track and maintain youth accounts.

#### **2. Volunteer Management & Support**

- Maintain and distribute monthly volunteer schedules for children and youth ministry.
- Track volunteer screening and assignments in Fellowship One, in accordance with our Safe Church Protection Policy.
- Assist in preparing and distributing CYF training materials.
- Prepare and distribute curriculum resources as needed.

#### **3. Event & Registration Coordination**

- Process program registrations and payments for children & youth ministry, including Kids Club, VBS, summer soccer, and confirmation.
- Provide administrative support to our camp scholarship program.
- Help coordinate logistics for youth fundraisers and events, including winter retreat.
- Prepare and coordinate logistics for service projects.

#### **4. Other Responsibilities**

- Meet regularly with CYF Director, and with the senior pastor as needed.
- Typical 12-16 hours per week, with a preferred schedule of 3 weekdays including Wednesdays.

**BASIC QUALIFICATIONS**

- A vital, personal relationship with Jesus Christ as Lord and Savior.
- High school diploma/GED.
- 2-3 years demonstrated relevant experience, paid or volunteer.
- Commitment to the mission, purpose, vision and core values of Redeemer Covenant Church and The Evangelical Covenant Church.
- Pass a safety/security background check.

**PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES**

- Effective verbal and written communication skills.
  - Experience working within a multi-cultural context.
  - Excellent organizational and multi-tasking skills.
  - Exceptional standards regarding accuracy and attention to detail.
  - Demonstrated ability to initiate and complete tasks and projects within a given timeline.
  - Strong aptitude for process improvement, problem solving and creativity.
  - Ability to be flexible and respond/adapt to changing priorities.
  - Ability to work effectively and efficiently independently as well as within a team structure.
  - Interpersonal communication skills across ethnic, gender and generational lines.
  - Advanced user skills in MS Office Suite (Word, Excel, PowerPoint, Publisher).
- Experience with Fellowship One is a plus.

**REPORTING:**

The position reports to the Director of Children, Youth & Family Ministry.