

ASSISTANT DIRECTOR OF PROVIDENCE KIDS

Last updated: 11.16.23

Position: Regular part time

Hours: 25 per week

Core Hours: Mon 9:00 am-11:00 pm, 5:00 pm-8:00 pm, Wed 9:00 am-12:00 pm, Sun 9:00 am-12:00 pm

Reports to: Program Director of Providence Kids

Job Summary: The Assistant Director works closely with the directors of Providence Kids (Prov Kids). This person is responsible for providing leadership and direction for Prov Kids special programs. This person will oversee purchasing, inventory, and prep for all events that are not the regular Sunday morning Prov Kids programming. The Assistant Director will also assist in Prov Kids on Sunday mornings.

Qualifications:

- Passionate, growing personal relationship with Jesus Christ
- Teachable team player; contributes to and leads in a team environment with a humble spirit
- Purchasing, budgeting, and inventory management experience, or a desire to learn
- Detail oriented; highly organized with strong multitasking and problem solving capabilities
- Administrative proficiency with good verbal, written, and technology skills (e.g., Excel, Numbers, church management software)
- Enjoys working with volunteers and desires to use their gifts to serve God and live out Providence Church's vision and mission

Responsibilities:

- Partners with Prov Kids ministry team to provide direction and carry out all special programs
- Sources and purchases supplies for special programs (e.g., Egg Hunt, VBS, Prov Kids Club, Christmas Musical)
- Tracks orders to ensure timely delivery of supplies and communicates any delays that will require other team members to adjust plans
- Maintains inventory and organization of the workroom and all classroom supplies in conjunction with the Ministry Director
- Tracks the budget and expenses for all purchases with detailed notes and receipts
- Coordinates the recruitment, training, and scheduling of prep team volunteers
- Assists with leadership at special events (Egg Hunt, VBS, etc.)
- Organizes lesson plans for future lessons
- Attends and participates in necessary Prov Kids team meetings
- Assists with leadership on Sunday mornings, filling in where needed
- Other projects or duties as assigned by supervisor