

Position:	Children Ministries Assistant
Reports to:	Pastor of Children's Ministries
Provides oversight to:	Various children's ministry programs, but will primarily lead the mid-week program
Status:	Part-time (15 hours per week)

Job Vision

The Ministry Assistant will provide administration and program management to Gracekidz, Fall SHiNE, Fifth Sundays, and QUEST.

Key Responsibilities

Admin:

- Develop program plan including activities, budgeting and volunteer recruitment for mid-week programming
- Ensure all volunteers are qualified to serve through our child protection plan
- Administer program within budget restraints
- Maintain records as needed for all participants

Program Management:

- Collaborate on all program logistics for Gracekidz, Fall SHiNE, Fifth Sundays and QUEST
- Prepare and lead programming for mid-week programming and special events
- Lead in Gracekidz as requested

Other Responsibilities:

- General administrative tasks
- Time-allowing, this position may also be assigned responsibilities relating to other youth, children, or family programming at Grace Point.

Other Expectations and Qualifications

Experience: Preference will be given to applicants who have education and experience working with children and teens

Qualifications:

- Flexible, reliable, and work effectively to lead a team of volunteers
- Strong work ethic with good time management skills & organizational skills with a high degree of accuracy and attention to detail.
- Proficient computer skills in MS Office Suite (Outlook, Word, Excel, Publisher and/or PowerPoint) and working with online content
- Strong verbal communication and interpersonal skills
- Exercise good judgement and represent Grace Point positively in interacting with others
- Must enjoy working with children
- Able to lead enthusiastically and motivate others
- To be a team player and to have the ability to work well in a multi-staff setting

If you are interested in applying for this position, please submit your resume to Pastor Sarah by email to: children@gracepointchurch.ca

The proposed start date for this position is August 25th, 2026.