

# St. John's Lutheran Church

---

301 8th Ave NW Kasson, Minnesota 55944

Ph: (507) 634-7110 Fax: (507) 634-2029

E-Mail: [office@stjohnskasson.org](mailto:office@stjohnskasson.org)

Web Page: [www.stjohnskasson.org](http://www.stjohnskasson.org)



## Position Description – Children's Ministry Assistant

**Position Description:** Assist the Children, Youth and Family Team in providing age appropriate experiences for children in Oasis Afterschool and Education Ministries.

**Classification:** Non-Exempt

**Status:** Part Time

**Work Schedule:** 3 – 5 hours per week, Wednesday afternoons and some evening/weekend meetings or activities.

**Reports to:** CYF Ministry Development Director

**Team:** Children, Youth and Family

### Knowledge, Skills, and Abilities

- Demonstrated ability to work with children and their families
- Possess an ongoing, authentic personal relationship with Jesus
- Communication skills, written, verbal and interpersonal
- Ability to perform basic administrative tasks, detailed orientated with the ability to multitask
- Problem solving and conflict resolution techniques
- Operate in a team environment
- CPR and First Aid Training (or willingness to be trained)

### Overview of Job Duties<sup>1</sup>

- Collaborate with the CYF team in planning and implementing school year/summer programming including:
  - Oasis Afterschool Program
  - Oasis Education
- Lead small groups as directed by CYF Team
- Assist in supervising all activities to ensure the safety of all children
- Model a vibrant, authentic personal relationship with Jesus
- Provide care and encouragement to children and their parents, with wisdom and boundaries to pass along to other appropriate services and care
- Work with the Ministry Development Director on communications and other administrative needs as it pertains to Children's Ministry programming

---

<sup>1</sup> This is a comprehensive list that captures the essence of the position duties. Other job duties may be assigned by the Children, Youth & Family Ministry Development Director, in coordination with the Personnel Committee. The Personnel Committee is accountable for the approval of formal job description edits.