

ILLUMINATE KIDS

Kids Ministry Admin Assistant and Event Specialist *12-18hrs weekly*

WEEKLY NEEDS: Volunteer management and communications:

- Weekly Team meeting (Day & time TBD) *1hr weekly*
Monday: *4hrs weekly*
 - Volunteer reminder emails from PCO
 - Update Volunteer Schedule
 - Volunteer Newsletter
 - Volunteer Check-insWednesday: *1-2hrs weekly*
 - Volunteer confirmation texts and filling openings for SundayFriday: *1hr weekly*
 - Volunteer Email with lesson plans
 - Check for cancelations and fill openings.Sunday: 7:30 am – 12:00 pm (will change when 3rd service is added) *4.5hrs weekly.*

MISC NEEDS:

- Monthly staff meeting: 1st Tuesday of the month 12 pm – 2 pm
- Ministry Gifts Prep: *Hours vary.*
 - New baby blankets gift with a card
 - Child Dedication Gifts
 - Volunteer Birthday cards
 - Volunteer appreciation gift/treat prep for holidays and special events.
- Monthly workroom tidying/organization
- Assist with classroom decorating, organization and upkeep.

Holidays & Special Events: *Hours vary.*

Easter Family Event (Apr)
Easter Services
VBS (June)
Back to School Family Event (Aug)
Treat Street (Oct)
Christmas Family Event (Dec)
Christmas Eve Services

Assist with planning, prepping, and implementation of special events.