



RENAISSANCE  
CHURCH

## **Ren Kids Assistant**

### **Job Description**

(part-time, 10–15 hrs/wk)

### **Hours**

- 5 hours, alternating Sundays: 8 am–1 pm
- 5–10 hours during the week

### **Reports To**

Michelle Andrews, Pastor of Children's Ministry

### **Qualifications**

- College Degree (preferably in education, but not required)
- At least 2 years of experience working with children (infants–5th grade)
- Experience in business applications (Google Workspace, Canva, etc) with the ability to quickly adapt to and learn new software
- Has a growing relationship with Jesus and a contagious faith
- Friendly, enthusiastic, outgoing, and kind
- A team player, willing to work with others in teams
- Hard worker, proactive, self-starter, flexible to help where needed
- Creative problem solver

### **Duties**

- Be familiar with all aspects of the Ren Kids program to assist where needed
- Schedule volunteers and make updates during the week
- Recruit, encourage, and train volunteers
- Prepare, set up, and organize crafts, activities, and materials
- Prepare, plan, and co-direct Ren Kids Summer Camp
- Assist with special events, teacher trainings, and parent meetings

## **Sunday Duties**

- Teach/Assist in classrooms as needed
- Lead tech/singing/group time as needed
- Be a friendly and inviting presence to children and parents
- Assist with check-in and pickup procedures
- Ensure teachers/volunteers have what they need

Please email resume to Glory DeSimone at [glory@renchurch.com](mailto:glory@renchurch.com).