

# RKIDZ ELEMENTARY ASSISTANT

## Job Description



### Primary Purpose

The RKidz Elementary Assistant's purpose is to support the Elementary Coordinator in every effort to lead kids and volunteers with vision, passion, and creativity to create a ministry environment where kids feel safe and known - helping to create and execute an excellent Sunday morning experience each week.

### Position Requirements

- College degree in a related field or work experience, preferred.
- Minimum one (1) year experience leading families and children.
- Strong desire and ability to love and lead volunteers.
- Experience planning and implementing elementary-aged curriculum.
- Ability to engage with children in a developmentally appropriate manner.
- Experience working or serving in ministry setting.
- Experience with Church Community Builder (CCB) database to schedule and communicate, preferred.
- Proficient knowledge of Mac and basic computer skills.
- Excellent verbal and written communication.
- Ability to be teachable, seeking out coaching and learning for growth and development.

### Position Responsibilities

- Support volunteer teams by helping to enlist, communicate with, and encourage small group leaders.
- Assist in weekly volunteer scheduling, confirming volunteers, updating CCB schedules, and helping recruit for week-to-week volunteer needs.
- Prepare Sunday environments, including organizing curriculum, prepping activities and supplies, setting up and resetting classrooms.
- Build relationships with kids and families, offering support to new families, and helping answer initial questions related to RKidz Sunday services and any RKids events.
- Maintain a safe and welcoming environment by monitoring rooms, supporting small group leaders, and ensuring safety policies and procedures are followed.

### Ministry Department:

Next Gen Ministries

### Reports To:

RKidz Director

### Status:

Part Time (25 hours/week  
including Sundays)

### Revised:

November 2025

***Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.***

*We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!*

- Provide administrative support for the RKidz team, including but not limited to communication, updating resources, printing materials, and organizing supplies.
- Help plan and execute special events for the kids or volunteer trainings, and seasonal ministry activities.
- Support Summer Camp planning and logistics, including registrations, communication, supply preparation, and on-site facilitation.
- Participate in RH staff meetings, attending weekly RKidz team meetings and assisting with projects assigned by the Elementary Coordinator or RKidz Director.

## **Personal and Spiritual Requirements**

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Practices servant leadership

## **Models standards and expectations of Rockharbor Church leadership, including, but not limited to:**

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.