



NorthPoint Church

Kids Ministries Associate Job Description

Objective:

The Kids Ministries Associate position exists to inspire, equip, and support families and volunteers as we raise the next generation of Christ-followers. This role is designed for a relational leader who thrives in building teams, creating safe and meaningful environments for kids, and partnering with staff and volunteers to see children grow in their faith. By blending vision with hands-on support, the Kids Ministries Associate ensures that weekly programs and special events run smoothly, volunteers feel valued and equipped, and families experience the love of Christ through every interaction.

Compensation/Status: Part-time (10-15 hours per week). Hourly rate commensurate with experience.

Key Responsibilities: The Kids Ministries Associate is charged with:

Cultivating Ministry & Developing Leaders

- Partner with the Kids Ministries Director to execute NorthPoint's mission and Kids Ministry values.
- Assist in planning, coordinating, and executing weekly programs and special events.
- Assist with refining policies and procedures that prioritize child safety and volunteer accountability.
- Help the Kids Ministries team recruit, train, and champion a "team-first" volunteer culture that celebrates wins, honors contributions, and fosters belonging.
 - This may include but is not limited to, meeting with serving teams or individuals outside of Sunday mornings to encourage and mentor them.

Operational Support

- Support administrative needs, such as scheduling volunteers for Sunday mornings, and refining our system as needed.
- Add new families to the CCB database and update family information as needed.
- Prepare materials for Sunday mornings (name tags, curriculum supplies, etc.).
- Organize and replenish the Kids Ministry closet as needed.
- Help develop a childcare team for special events (worship/prayer nights, Good Friday, Easter, Christmas Eve).

Kids Ministries Associate is NOT:

- Expected to serve in volunteer positions on a weekly basis.

Qualifications:

- A strong personal faith in Jesus Christ and a commitment to the mission and values of NorthPoint Church.
- Proven experience with children and a heart for children and families.
- Experience in volunteer management and recruiting.
- Strong relational skills.
- Excellent communication, especially with parents and volunteers.
- Team player.
- Organized and attentive to details.

Relationships of the Kids Ministries Associate include:

Reports to	Kids Ministries Director
Works closely with	Kids Ministries Director, Nursery Coordinator, Admin team
Leads	Small volunteer team
Supports	Kids and families and volunteer teams

Success of the Kids Ministries Associate is defined by:

- Sunday morning programing runs with excellence (materials ready to go, minimal logistical errors).
- Families feel supported and connected through Sunday morning experience and special events.
- Volunteers are connected with consistently and adequately equipped to serve.
- Feeling of connection with full time NorthPoint staff.
- Work and personal life is balanced through healthy boundaries.

If interested in applying, please send resume to Tonya Amos:

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