

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Belong Ministry Seasonal Staff - Green Lake

Summary: The Family Ministry Seasonal Staff serves with Family Ministries, participates in planning, preparation and support for Sunday Morning Children's program and special events, collaborates with the Family Ministry Team to love, inspire, and equip children, their families, and volunteers to express Christ in their daily lives.

Location: Bethany Green Lake

Reports to: Belong Ministry Associate

Classification: Part-Time (12 hours), Temporary: March 1, 2023 – May 31, 2023

FLSA Status: Non-Exempt, Part-time

KEY RESPONSIBILITIES

1. Provides program leadership and support for Sunday Morning Family Ministry programming in three key areas in support of Belong Ministry:
 - Ensure thriving volunteers
 - Collaboration with Belong Ministry Associate for scheduling and prep
 - Provide encouragement for parents
2. Collaborates with Belong Ministry Associate to engage with, and support Belong families, Support Group, Refuel Days and other Children's ministry special events with Belong family participation
 - a. Including but not limited to: check-in, event prep, volunteer assignments, planning of games and activities, media technology, and talks.
3. Collaborate to support other projects within the Children's Ministry, Youth Ministry, and Belong Ministry in coordination with CYFM Team.
4. Participate as a staff member of the Family Ministry Team, Bethany Green Lake and Bethany Community Church, and perform other duties as the situation arises/assigned by supervisor.

POSITION QUALIFICATIONS

- Approaches daily life and work in a way that makes God's Kingdom visible.
- Pursues ongoing transformation and demonstrates authenticity and humility.
- Energized by and passionate about Bethany's mission, vision, and multi-location ministry philosophy.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, congregant-focus, and the ethics of servant leadership demonstrated by Christ
- Able to build, train, and lead a team of leaders and volunteers
- Enjoys children and developing in them a lifelong passion for following Jesus

- Pursuit or completion of a Bachelor's Degree in education, or a related field or equivalent experience
- Maintain First Aid/CPR Certification
- Possesses excellent verbal, written, and interpersonal communication skills

OTHER SPECIFICATIONS

Work Schedule: Typical work hours include Sunday Mornings (appr. 6 hrs.) with the remaining hours (appr. 6 hrs.) varying as determined by employee and manager, with some evenings, early mornings and specific meetings required.

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 40lbs.

Working Conditions: Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.

The office environment is fast-paced and may be considered stressful. Must be able to adapt your approach and priorities in real-time based on shifting demands.

Non-smoking building and environment.

Compensation: Minimum wage \$18.69/hour

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.