

Oasis Church
940 Elmhurst Road
Winnipeg, MB

Children's Ministry Assistant – Full time
Sunday, Monday-Thursday, in addition to all general Kids Ministry events

OVERVIEW:

- Assist in UpStreet on Sunday and connect with kids, leaders and families
 - Set-up/Tear-down
- Ensure a clean, organized space and hallways are properly maintained and systems are in place
 - Maintain supplies as needed
 - Extra rolls of label paper
 - Pens, masks, kleenex, garbage cans, etc.
 - Evacuation bin
 - Back-up labels, volunteer sign-in sheets, registration sheets
 - Create/maintain In-Service packs for children not wanting to attend kids areas
 - Guest bags
- Prepare UpStreet Curriculum
 - Edit/plan small group curriculum
 - Purchase materials needed for curriculum
 - Organize and distribute curriculum
 - Collect unused curriculum/materials and restock as necessary
 - Ensure curriculum is prepared in advance
 - Coordinate with volunteers for preparation of getting supplies ready for each Sunday
- UpStreet/Waumba Land Administration
 - Enter and maintain all database information
 - Maintain kids supply room, ensure it is cleaned and organized
 - Maintain classroom supplies
 - Maintain supplies for birthday cards
 - Send out birthday cards to children and volunteers
 - Send out welcome cards to children that are guests
 - Send out thank-you cards to volunteers
 - Maintain and purchase supplies for Birthday carts
 - Support events as needed and planning (Christmas, Mega Awesome Costume Party, Pajama Jam, Summer events)
 - Maintain regular connection with children's ministry pastor
 - Attend staff meetings
 - Participate in 10@10

Knowledge, Skills and Experience valued:

- Have prior experience with administration and organization
- Works well with a team
- Experience leading teams and volunteers
- Strong administrative and communication skills
- The ability to organize, prioritize, and execute a wide variety of tasks
- The ability to go with the flow, but also bring order and structure where needed
- A love of efficient systems and an ability to build them
- Good proofreading skills
- A passion for seeing kids learn about Jesus

Oasis Church is a vibrant and growing community with people from all walks of life. Oasis' mission is to lead people into a growing relationship with Christ. We are looking for a candidate who is a proactive, high capacity team member called to serve our community and beyond. Candidates will be considered as resumes are received however all candidates may not be contacted for interviews. **Please send resumes or contact us for more info at info@oasischurch.ca.**