

We are hiring a MR Kids Ministry Assistant for Events & Volunteers!

This Kids Ministry Assistant for Events & Volunteers, as a member of the MRPC Kids Staff, provides leadership in cultivating a strong volunteer culture and executing high-quality ministry events. The Kids Ministry Assistant for Events & Volunteers ensures that volunteers are recruited, equipped, and supported, and that events are well-organized, welcoming, and aligned with the mission of the church. Through attention to detail and relational investment, this role helps create environments where children and families experience the love of Christ.

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

Volunteer Management

30%

- Lead recruitment efforts for Kids Ministry volunteers including Sunday mornings, events, and special programs.
- Coordinate volunteer scheduling using Planning Center and maintain volunteer records.
- Work with First Impressions to share recruitment with New Members class.
- Oversee onboarding process for new volunteers (training, shadowing, placement).
- Provide ongoing encouragement, communication, and support to volunteers.
- Assist in developing and implementing on-going volunteer training opportunities.

Events Support & Execution

25%

- Provide logistical support for all Kids Ministry events (planning, setup, execution, and follow-up).
- Assist in creating timelines, task lists, and organizational systems for events.
- Create registration processes related to events in Planning Center.
- Create and manage volunteer roles for events in Planning Center.
- Ensure events are organized, welcoming, and run smoothly.

Event Oversight

20%

- Play a key role in planning the annual Volunteer Training & Appreciation each August.
- Play a key role in planning and executing Vacation Bible School, including:
 - Volunteer recruitment, coordination, and training
 - Oversight of Team Leaders
 - Vision and Planning throughout the year
- Play a role in training and overseeing Summer Interns
- Oversight of other events as needed, alongside the Kids Director

Seasonal & Special Events Support

15%

- Assist with additional Kids Ministry events and initiatives, including but not limited to:
 - MLC (Missional Living Conference), Holy Week, Advent/Christmas, New Members
 - Summer Kids Ministry events
- Help coordinate logistics, communication, and volunteer involvement for these events.

Hospitality & Team Support

10%

- Contribute to hospitality needs for staff meetings, volunteer gatherings, and trainings.
- Participate in weekly Kids Ministry staff meetings.
- Oversee the check-in desk on Sunday mornings once a month, assisting as needed on others
- Help create a welcoming and organized environment for ministry leaders and volunteers.
- Assist with simple touches that communicate care and appreciation.
- Contribute to planning, problem-solving, and ministry development discussions.
- Assist with general Kids Ministry needs as directed by the Kids Director.

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED

- Current member or willing to become member of Mitchell Road
- Ability to fully embrace the vision and values of MRPC
- Passion for children's ministry and serving families.
- Strong organizational and administrative skills.
- Ability to effectively problem solve issues that arise unexpectedly
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Ability to manage multiple projects and deadlines simultaneously.
- Excellent communication and relational skills.
- Experience with event planning, volunteer coordination, or ministry leadership preferred.
- Proficiency with systems such as Planning Center or similar tools is helpful.

Core Competencies

- Volunteer recruitment & development
- Event planning & logistics
- Organization & attention to detail
- Communication & follow-through
- Team collaboration

In addition to serving with an amazing team, we offer options in these benefits:

*Paid Time Off

*Health, Dental, Vision, Life, Disability Insurance

*Retirement plan

*Paid Holidays & Birthday

*Flexible working hours (some Sunday hours required)

Please send resumes to:

Miranda Marsh, MR Kids Director

mmarsh@mitchellroad.org