

# Women's Bible Study Kids Assistant

## 10-12 Hrs.

Christ Community Church



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### Job Description

- Report to Women's Ministry Director
- Adhere to the Children's Ratios, Policies and Procedures and the Christ Community Church Employee Manual.

### Duties

- Purchase all craft supplies for weekly crafts, Thursday bins and Wednesday closet.
- Purchase all snack supplies in accordance with room safety.
- Maintain tidy classrooms, gym closets, and storage closets for volunteers and teachers to have the most positive experience, including organizing and maintaining both WBS Kids closets.
- Provide weekly classroom support for teachers.
- Set up and clean up classrooms.
- Work with WBS Associate on recruiting volunteers for both Wednesday and Thursday WBS.
- Sub in a classroom as needed.
- Recruit and manage childcare for monthly WBS Leader's Meetings.
- Help plan curriculum for both WBS days.

### Key Skills, Experiences, and Abilities:

**Helpful Skills:** *Planning Center/ PowerPoint/Volunteer Management/ Discipleship/ Microsoft Office/ iWork/Curriculum Planning*

### Abilities and requirements:

- Fully agrees with CCC's statement of Faith
- Maintains a consistent pursuit of godliness and character
- Approachable and engaging with people
- A heart to actively support ministry momentum in a large church environment

### Schedule / Hours

This job is an 10-12 hour per week job with a school year schedule of Tuesday, Wednesday & Thursday, August through May.

### Compensation

- Time: Part-Time
- Hourly: TBD

Send inquiries to Heather Carter at [hcarter@visitccc.com](mailto:hcarter@visitccc.com).