



Job Description	
MWMW Position Title (type in CAPS): King's Club Program Assistant	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Children/Youth Director	
Immediate Subordinates: Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2019
	Date Last Revised: 2021
Hours Per week: 5 hours weekly. Must be available on Saturday mornings from 9-12:30 for King's Club. Admin hours can vary during the week.	
General Summary: Provide engaging backyard-bible-club type activities for the purpose of building relationships with inner-city children and families in local low-income apartment communities.	
Critical Functions and Responsibilities	
1. Help set up and implement King's Club	
2. Build positive relationships with families and managers at low-income apartment communities	
3. Ability to train and communicate with volunteer groups.	
Additional Functions and Responsibilities	
1.	
2.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Mature attitude and good communication skills 2. Ability to plan and implement recreational activities and bible study lesson	Skills and knowledge preferred: 1. Organized
Minimum previous experience required: Previous experience working or volunteering in churches or recreational settings.	Previous experience preferred: Previous experience with fundraising.

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Minimum education required: High school diploma	Education preferred:
Minimum communication skills required: 1. Communicate effectively with families, volunteers and staff	Communication skills preferred: 1. 2.
Special training, certification or licensing required: 1. 2.	
Behavioral, emotional, mental requirements: 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills	
Other preferences: Mature Christ-follower	

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