



Position Title | CLUB 45 Assistant

Ministry Area | Children's Ministries

Responsible to | Children's Ministry Staff

Purpose | Coordinate snack, offsite fellowship, and service events for CLUB 45.

Responsibilities

- Purchase individually packaged snacks for CLUB 45 preteens and leaders
- Coordinate with staff specific needs of children with food allergies
- Turn in receipts for reimbursement
- Plan and implement offsite fellowship events twice a year
- Coordinate service opportunities for CLUB 45 preteens, leaders, and their families twice a year (FMSC in the spring)
- Provide treats for leader appreciation once a quarter

Time Commitment

- 30 minutes weekly for snack or may purchase a month at a time
- Additional time required for offsite fellowship and service events

Knowledge, Skills, and Abilities

- Personal relationship with Jesus Christ and passion to share God's love in cooperation with the Holy Spirit
- Ability to purchase snacks and bring them to Good Shepherd
- Knowledge of food allergies
- Strong organizational skills
- Knowledge of computer systems to organize off site events and service opportunities
- Creativity in planning events