

# HOUSTON'S FIRST BAPTIST CHURCH

**Position Assignment:** First Kids Associate

**Job Title:** First Kids Associate - Sienna

**Department:** First Kids – Sienna Campus

**Hired By:** Minister to Children

**Reports To:** Minister to Children

**Campus:** Sienna Campus

**Status:** Full Time Exempt

**Employment Category:** IIIB

**Summary of Position:** This position provides leadership and support to the First Kids Ministry at Houston's First Baptist Church – Sienna Campus. It assists and gives insight to the Children's Minister by providing support to all areas of the ministries including but not limited to Life Bible Study, Kids Worship, MidLink, Preteen Camp, and other ministry programming of First Kids. This position will also assist with other responsibilities as assigned by the children's minister.

**Purpose:** Assist in providing leadership in all areas of ministry for First Kids ministry.

## **Duties and Responsibilities:**

- Work with the Minister to Children to accomplish the mission of Life Bible Study, Kids Worship, Midlink, Preteen Camp, etc.
- Attend all on-campus and off-campus events including but not limited to Preteen Camp, Pine Cove City, etc.
- Participate in the evaluation, selection, writing, and implementation of curriculum as guided by the Children's Minister.
- Work with curriculum providers to order, download, store, and distribute resources.
- Set-up and tear-down of classrooms and ministry areas for weekly ministry programming.
- Communicate needed information to First Kids Volunteers.
- Ensure HFBC CYSNA policies are maintained in all areas NextGen Ministry. This includes NextGen applications and renewals, background and reference checks, and interviews.
- Be able to work a modified work week as requested by the Children's Minister which will involve working on Sundays and Wednesday nights.
- Help to coordinate First Kids training events as guided by the Children's Minister.
- Design and implement Student Volunteer Leadership Program which will include weekly discipleship opportunities, volunteer scheduling, and "leadership in action."
- In the event of an absence of the Children's Minister, the First Kids Associate will lead First Kids.
- Serve in a leadership capacity at on-campus or off-campus events by providing insight in the planning and implementation before and during the event. Also assist in follow-up after the event.
- Serve as the First Kids office representative by greeting and assisting visitors in the First Kids Suite as needed.
- Help to ensure prompt response to emails, phone calls and other correspondence received in the Children's Ministry office.
- Process event registrations.
- Assist in the creation and promotion of digital content for First Kids.

*This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.*

**Skills Requirements:** Select all that apply

- Language skills                                       Math skills                                       Reasoning ability
- Computer skills:                                       Windows                                       Mac                                       MS Office                                       MS Outlook

Other: Proficient in Social Media & Digital Content Creation

- Administration                                       Service to others                                       Teacher/Leader
- Good Communication skills                                       Team builder                                       Self-disciplined
- Servant leader                                       Decision maker                                       Strong work ethic
- Empathy for ministry partners                                       Attention to detail

**Education and/or Experience:** Select all that apply

- College graduate preferred                                       Administrative Experience                                       Personnel Management
- Church Staff experience preferred

**Organizational Relationships:** Reports to Minister to Children

**Working Conditions:** Select all that apply

- 40-hour work week                                       Additional hours as needed                                       Occasional off campus activities
- Continuing Education                                       Specialized training                                       Occasional travel

**Prepared By:** Tyler Scott

**Title:** Minister to Children

**Date Prepared or Revised:** May 18, 2026

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name