



# Virtual Assistant

**Ministry:** Good News Club

**Volunteer Role:** Virtual Assistant

**Purpose Statement:** to help the virtual host to manage the club and maintain order while engaging children

## Responsibilities:

- Be present on a consistent basis; missing a club should be an exception
- Be prepared to answer questions that come up from kids during club in the chat
- Utilize the chat feature to engage kids in what is being taught
- Make sure that the kids stay muted throughout the club and if they do unmute themselves you are to make sure that you get them muted again as soon as possible to not interrupt the teaching
- Help to unmute kids that are called on to answer questions or participate
- Be ready to step into the virtual host spot in the event the host can't be there one week.

**Time Investment:** Approximately 2-4pm, once per week

**Commitment:** Weekly during the school year (September -March/April)

## Requirements:

- Be a Christian pursuing a growing relationship with Jesus, which includes consistent prayer, Bible reading, and connections with other Christian peers
- Background Check/Application/Approval
- Child Evangelism Fellowship Statement of Faith agreement & Child Protection Policy
- Online New Volunteer Orientation (approximately one hour, whenever you are able)
- Annual in-person training (one day, 8:30am-12:30pm)
- Monthly training videos and enrichment via email and private Facebook group



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