**Text

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**DL Assistant**

**Goal**

* To assist in leading a God-honoring, high-quality, effective Discovery Land ministry.

*As you define this DL Assistant role in your own church context, we recommend that you also refer to the Director Position Description resource to make sure that everything is covered.*

**Responsibilities May Include**

* Assist with recruiting and training of volunteers.
* Oversee the Nursery/Preschool/Elementary check-in and registration including:

Tracking visitors

Tracking new registrations

Tracking attendance

Printing weekly attendance forms

Printing labels and forms

* Print and prepare curriculum for volunteers.
* Ensure that supplies are prepared for weekly ministry.
  + Prepare each classroom with the required teaching tools.
  + Create signage for the ministry.
  + Print weekly Tracker’s Treasures and Tracker Jr. take-home papers.
  + Print Tracker Tickets and keep classrooms stocked.
* Maintain the Discover Market: purchase supplies, coordinate the setup, and find volunteers to run the market during Discovery Land.
* Prepare quarterly pre-service review games and provide Worship Leader(s) with needed supplies.
* Prepare music and worship supplies for Worship Leader(s).
* Gather weekly Discover Time supplies.
* Set up weekly Discover Time activities or develop a team of volunteers to take care of setup.
* Assist with maintaining a kid-friendly environment for the DTs, registration tables, etc.
* Assist with planning and coordinating special events.