

## Position Description

Position:	Assistant Director of Children and Family Ministry
Organization:	Accountable to Associate Pastor of Church Life and Family Ministries
FSLA Status:	Non-Exempt - Salaried
Revision:	September 2017

The Assistant Director of Children and Family Ministry supports the Director of Children and Family Ministry in the day to day operations of an evolving and dynamic Christ-centered ministry focused on children, from birth to 5th grade, and their families, for an intergenerational church of over 1,100 members. This is a paid, 20 hour per week position.

Works Closely With: The Director of Children and Family Ministry, The Children's Ministry Team, Parents and Volunteers.

Position Responsibilities, including but not limited to the following:

- A. Support the Director in the day to day operations of Children's Ministries
  - 1. Assist the Director in planning, administrating, and supervising all weekly and annual children's ministries such as: Sunday school, Children's worship, midweek programs, Summer Vacation Bible School, Mission education, preschool chapel, and other special ministry groups and events.
  - 2. Bring office and ministry concerns and needs to the attention of the Director
  - 3. Assist the Director in volunteer placement, class organization and training for staff
  
- B. Recruit, organize, and train volunteers for Sunday school, VBS, midweek programs and other events
  - 1. Ensure a safe environment for children – physically, emotionally, and spiritually
  - 2. Assist volunteer-staff in developing strategies in addressing child behavior issues
  - 3. Encourage volunteers through verbal and written recognition and appreciation
  
- C. Execute clerical and administrative responsibilities
  - 1. Manage and distribute curriculum materials to volunteer classrooms
  - 2. Organize office supplies, reserve rooms/vehicles for events, make and
  - 3. answer telephone calls, check inventory, place orders, restock supplies, etc.
  - 4. Maintain classroom forms such as nametags, information forms, rosters, etc.
  - 5. Create and distribute flyers, brochures, signs, postcards, etc.
  - 6. Track and maintain ministry application related information (background checks, references, and updating database) ensuring that all application processes are completed in a timely manner
  
- D. Other Expectations
  - 1. Continuing education suitable for creating new Children's Ministries and
    - i. Enhancing existing ministries which honor the Lord Jesus Christ (paid).

2. Regularly attend one of the Sunday morning St. Andrew's Presbyterian Church worship services.
3. Participate in weekly staff meetings and monthly ministry meetings.
4. Attend monthly Children's Ministry committee meeting.

#### Qualifications

1. Vibrant faith in Jesus Christ and actively pursuing a growing relationship with Him, and
  - a. a desire to share that faith with children.
2. Previous experience working with children's programs
3. Strong interpersonal skills
4. Fluent in desktop publishing and office software, such as the Microsoft Office suite.
5. Knowledge of social media and internet-based technology, such as Constant Contact and Facebook.
6. Background check and references required
7. Previous experience working with K-8 students preferred

Note: This job description is not meant to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.