Position: Assistant – Children’s Ministry

Classifications: Part Time, Support Staff, Non-Exempt

Reports to: Director of Children’s Ministries

Evaluation Due: Annually by Supervisor

How to Apply: Send a cover letter and resume to jobs@covenantpresby.org

Job Objective
To assist and support the Children's Ministries Director in providing a sound, faithful and loving environment for children during time of Children's Christian Education at Covenant Presbyterian Church.

Qualifications
- Christian Faith
- Love for children and a commitment to their Christian Education
- Ability to teach and lead children
- Sensitivity to the needs of parents
- Friendly, positive, enthusiastic personality
- Dependability
- Punctuality
- Flexibility
- Ability to maintain confidentiality
- CPR/First Aid training (provided by CPC)

Duties and Responsibilities
- Provide and maintain a welcoming, calm and positive atmosphere during Sunday school on the 1st and 2nd Floors of the Education Wing.
- Greet all children and parents during Sunday school alternating with the Director on the 1st and 2nd floors.
- Ensure that all check in and security measures are being implemented in the Education Wing hallways and classrooms
- Assist with preparing classrooms for Sunday school and cleaning up the rooms at the close of Sunday school
• Assist Director with Sunday School/Small Group lesson planning and preparation.
• Prepare or assist with AV tech for Sunday morning PowerPoint and video presentations.
• Maintain and assist volunteers with the supply closets in the Education Wing
• Provide leadership during Wednesday evening children's programming which may involve any of the following: lead lessons, shepherd, supervise recreation, assist with child care.
• Provide leadership during Sunday evening children's programming as a teacher, shepherd or assist with child care.
• Create children's bulletins for the worship bags that are provided for children during church services in the sanctuary
• Assist with planning and preparation for Vacation Bible School.
• Provide leadership during Vacation Bible School week, assisting Director and volunteers as needed.
• Collect and record weekly attendance records.
• Serve as a substitute teacher or child care provider when needed on Sunday morning.
• Maintain open communication with the director regarding concerns, issues, and celebrations on the 1st and 2nd floors of the Education Wing.

Physical Demands: Requires some bending, stooping, stretching, standing and lifting up to 30 pounds. Ability to push a 6 passenger stroller and get up and down to and from the floor without difficulty. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, and other office equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in church environment, involving contact with staff, volunteers and members of the congregation. Work schedule is 20 hours per week Sundays: 8:00 am -1:00 pm & 5:00-7:00pm (7 hours); Monday – Thursday: TBD (10 hours), Wednesdays: 4:30 pm -7:30 pm (3 hours)

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.