



JOB DESCRIPTION

An Equal Opportunity Employer

JOB TITLE Children’s Ministry Assistant	LEVEL 9	FLSA Non-Exempt
REPORTS TO Minister of Childhood Education	DATE WRITTEN 7/13/2017	REASON UPDATE

GENERAL SUMMARY (What is done and why)

Assist the Minister of Childhood Education with the coordination of all children’s ministries of the church including Sunday School, Vacation Bible School, preteen camp and all other education programs for the children of FBC.

PRINCIPAL DUTIES & RESPONSIBILITIES (Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Work 20-25 hours a week with flexibility of hours to meet the needs of the Children’s Ministry.
2. Act as administrator for the Minister of Childhood Education.
3. Assist the Minister of Childhood Education in planning, promoting and implementing children’s ministry programs and activities.
4. Maintain attendance records and other records related to the children’s ministry.
5. Attend Education Staff meetings.
6. Accept any other assignments made by Minister of Childhood Education.

KNOWLEDGE, SKILLS & ABILITIES (Minimum education, experience, technical and communication skill levels and licenses/certifications normally required to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Required
 - High School Education
 - Basic craft neatness skills- cutting, pasting, etc.
 - Basic computer skills using Microsoft Office Suite 7-10
- Preferred:
 - Bilingual English and Spanish with English reading and writing
 - Database input

WORKING CONDITIONS (Typical working conditions associated with this type of work and environmental hazards, if any, which may be encountered in performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is normally performed in a climate controlled environment. While performing the duties of this job, the employee is not exposed to fumes or airborne particles. The noise level in the work environment is a normal for work in an office and work with children.

PHYSICAL DEMANDS (The physical effort generally associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee may need to lift up to 25lbs.

WORKING RELATIONSHIPS/CONTACTS (Positions with which incumbent has contact and the reason. Peers are employees with similar authority and decision making responsibilities who may or may not report to the same manager.)

1. Responsible to the Pastor as head of the Staff
2. Supervised under the leadership of the Business Administrator.
3. Work directly under the supervision of the Minister of Childhood Education.