

# JOB DESCRIPTION

*An Equal Opportunity Employer*

JOB TITLE <b>Preschool Ministry Assistant</b>	LEVEL 9	FLSA Non-Exempt
REPORTS TO Minister of Preschool Education	DATE WRITTEN 10/26/2017	REASON UPDATE

## GENERAL SUMMARY (What is done and why)

Assist the Minister of Preschool Education with the coordination of all preschool ministries of the church including Sunday School, 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 25 hours a week with flexibility of hours to meet the needs of the Preschool Ministry
2. Input attendance from Sunday morning. Add new visitors and members to the classrooms so that their tags print out each Sunday. Make sure to scan all bar codes and enter in new kids if they do not have a bar code. Double check attendance numbers after scanned to be sure they are accurate. Let the Preschool Minister know of any children that need to be moved to different classes so she can decide if they should be moved or not.
3. Clean out Attendance Binders and Curriculum Folders from Sunday. Put supplies back into the Resource Rooms.
4. Prepare the Sunday(s) craft by gathering materials, cutting, prepping, and sorting out for each classroom.
5. Fill requests by Volunteers/Childcare/CDO listed on the green sheets, emails, or in person. Keep the Preschool Minister informed as to what kinds of requests are being made.
6. Check Resource Room to see if there are any supplies that need to be restocked. See if Children's Day Out needs supplies that the PS Ministry is responsible for buying.
7. Get the rolls ready for Mission Friends and contact the Coordinator to see if there is anything she needs for MF.
8. Get the binders and folders ready for Sunday:
  - 1) Lesson Plans
  - 2) Craft supplies
  - 3) Up to date rolls
  - 4) Any supply requests from the teachers
  - 5) Curriculum Pack Items
  - 6) Teaching Picture
  - 7) Take Home page per kid
  - 8) Coloring Sheet
  - 9) Address Labels
  - 10) Postcards
9. Input the attendance from Wednesday night Mission Friends. Keep their folder up to date with new rolls and enrollees.
10. Place the folders into the classrooms for Sunday morning. Makes sure the Resource Rooms are organized and cleaned up.
11. Make birthday cards for all the volunteers and give to PS Minister to sign and then send out.
12. Make birthday cards for all the preschoolers and give to the PS Minister to sign and send out.
13. Inform PS Minister of any needs, prayer requests or concerns that come about from the membership/teachers.
14. Book events on Service U and update/change events as things arise.

15. Make postcards for events or meetings as needed.
16. Gather supplies for events and meetings.
17. Attend the VBS Coordinator's Meetings & VBS Planning Meetings with Children's Ministry Team as needed.
18. Input information for VBS in Event Pro.
19. Get supplies, curriculum, and decorations ready for VBS
20. Stay up to date on the volunteer's background checks, MMT Training, and Starting Point.
21. Order supplies for Baby Recognition, Birthday Party for Jesus, Easter Event, Parent's Night Out, VBS or any other event that is taking place that the PS Ministry is responsible for organizing.
22. Be available to change hours during the week to help with a Preschool Ministry Event if asked to help.
23. Accept any other assignments made by Minister of Preschool 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, Excel, Publisher, Email
  - Able to work well with people
  - Organized
  - Detailed Orientated
- 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 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 Preschool Education.