

Job Description for Part Time Position

The Associate Director will support the Children's ministry program with a loving and excited attitude. He/she will assist the director in building an inclusive Christian community among children and their families, helping them to know God, to grow in their faith, and to serve faithfully in the world.

Sunday Mornings

Time requirements: 8 AM-12PM each Sunday

- Coordinate teachers and supplies*
- Set out supplies in classrooms and upstairs*
- Print Attendance reports weekly & enter attendance into database*
- Oversee/coordinate help with Check-In (2 locations)*
- Assist the director in Kid's Worship, helping with children, parents and volunteers*
- Be capable of filling in for the director at times in leading worship*

Wednesday Nights

Time Requirements: 5-8:30PM each Wednesday

- Help prepare games/activities and studies for Wednesday night*
- Arrive early and oversee check-in and be available to students and parents with questions*

- *Assist director in leading worship and add support for volunteers*
- *Be capable of filing in for the director at times in leading worship & teaching*

Curriculum/Nursery Preparation

Time Requirements: 3-5 hours/week

- *Print curriculum for Preschool Sunday school (monthly or weekly).*
- *Print and prepare curriculum for elementary leaders, along with gathering supplies for weekly Sunday school*
- *Bi-monthly/Monthly shopping for supplies*
- *Update Slat Board, Worship packets and Check-In stations with appropriate paperwork and handouts*

Nursery Coordination/Supervision

Time Requirements: 8AM-12PM each Sunday (coincides with other Sunday morning requirement)

- *Schedule/remind nursery staff for Sunday mornings and weeknight events*
- *Manage staff (encouragement/discipline) and maintain required paperwork when necessary*
- *Interview and hire new staff as needed*

- *Ensure that other organizations who meet on site are maintaining Safe Sanctuary procedures and ratios*
- *Fill out timecards and work with the finance department for scheduled payments*

Seasonal Programs

- *Help plan and execute Vacation Bible School, Day camps, 3rd Grade Bible Sunday, Parent's Night Outs, Christmas programs, Promotion Sunday and all other special events*
- *Assist in recruiting volunteers for seasonal programs, support and help volunteers in their roles*
- *Attend trainings and meetings for programs*