

Trabuco Presbyterian Church Job Description

- Title:** Children's Ministries Part-Time Summer Assistant
- Purpose:** The Children's Ministries Summer Assistant will work with the Director of Children's Ministries to coordinate summer Sunday School programming for children birth through 6th grade. The CMSA will provide leadership when Director of Children's Ministries is on vacation.
- Position:** This 7 week position pays \$2000 for 20 hours per week. Dates are from July 11 through August 27, 2010 (must be available on Sun. Aug 8, 15, & 22). Schedule is flexible; hours are divided between office hours and Sunday mornings.
- Accountability:** The Children Ministries Summer Assistant reports directly to the Director of Children's Ministries.
- Qualifications:** This person must be committed to serving Jesus, be willing to invest in the lives of children and have a desire to see them nurtured in their faith. Experience in children's programming, Christian education and leading volunteers is a plus. Able to work independently, excellent interpersonal and organizational skills desired.
- Responsibilities:** Prepare curriculum for weekly Summer Sunday School and provide activities for children during Adult Education hour (Adult Ed will not meet in August).
- Prepare classrooms each week with materials needed for Sunday School lesson.
- Teach Sunday School classes when needed, recruit additional teachers when needed.
- Be present on Sunday mornings to provide support, leadership and encouragement for teachers, answer questions at the Children's Ministries table and to welcome visitors.
- Handle administrative tasks that support Summer Sunday School (making sure teachers have curriculum, help with mailing for fall registration, insert in church newsletter, bulletin announcements, handle CM phone calls when Director is not available, etc...).
- Work with CMD to support Nursery & Toddler room staff and schedule.