

## Church of the Lakes – Job Description

Position: <b>Assistant to Director of Christian Education</b>	Compensation: <b>\$ 12 per hour</b>
Category: <b>Support Ministry Staff</b>	Hours: <b>Varied - based on need. 3-10 hours per week.</b>
Revision Date: <b>January 9, 2022</b>	Full, Part or Volunteer: <b>Part time</b>

**Overview of Position:** Serve as a substitute for Director of Christian Education for Sunday School, TNT, VBS and other programs; assist and oversee TNT & VBS coordination; assist the Director of Christian Education in: a) preparing and conducting training sessions for all volunteers b) maintaining volunteer files c) assisting the Director of Christian Education to update the Church of the Lakes Child Protection Guidelines d) publicizing Christian Education programs e) monitoring program expenses; maintain open communications with volunteers and parents; insures that rooms are reserved and stocked with appropriate supplies; oversees Christian Education activities during the Director’s absence.

### Qualifications:

- Must be at least 18 years of age
- Have a high school diploma
- Certified in CPR/First Aid, Communicable Diseases and Child Abuse (or be willing to become certified)
- Appropriate references and background checks
- Experience working in a leadership capacity with adults
- Proficient in using Microsoft Office programs
- Have a personal commitment to Jesus Christ

### Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction. This includes the need for a consistent devotional life
- Ability to work as a team member with staff as well as supervise adult volunteers
- Be a role model for children seeking to grow in their Christian faith
- Ability to equip others to assume leadership roles within Christian Education programs
- Ability to manage & maintain materials and supplies as well as budget and allocate financial resources

### Responsibilities:

- Serve as a substitute for Director of Christian Education for Sunday School, TNT, VBS and other programs
- Assist and oversee TNT & VBS coordination
- Assist the Director of Christian Education in:
  - a) preparing and conducting training sessions for all volunteers

- b) maintaining volunteer files
  - c) assisting the Director of Christian Education to update the Church of the Lakes Child Protection Guidelines
  - d) publicizing Christian Education programs
  - e) monitoring program expenses
- Maintain open communications with volunteers and parents
  - Insure that rooms are reserved and stocked with appropriate supplies
  - Oversee Christian Education activities during the Director's absence
  - Other duties as requested by the Director of Christian Education and/or Pastors

**Supervision:**

- Direct supervision will come from the Director of Christian Education
- The employment of the Educational Assistant is the responsibility of the Staff Parish Relations Committee

**Benefits, Vacations and Sick Leave**

See Appendix A

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.