

## Church of the Lakes – Job Description

Position: <b>Administrative Assistant to Dir. of Christian Education</b>	Compensation: <b>\$15 an hr.</b>
Category: <b>Support Ministry Staff</b>	Hours: <b>10 total hrs. per week</b>
Revision Date: <b>11/2024</b>	Full, Part or Volunteer: <b>Part time</b>

**Overview of Position:** The Administrative Assistant to the Director of Christian Education will assist, oversee and supervise tasks related to Children’s Sunday School, TNT, VBS and other programs as directed; and maintain positive communications with all participants (i.e. Director of Christian Ed, leaders, parents and children) involved in all aspects of Christian Education. When the Director is unavailable, the Ad Assistant will serve as a substitute.

### Qualifications:

- Have a personal commitment to Jesus Christ
- 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
- Ability to work as a team member and communicate well with staff as well as supervise adult volunteers
- Proficient in using Microsoft Office programs
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### Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction. This includes the need for a consistent devotional life
- Have a pleasant, receptive manner that values people
- Flexibility to adapt to changes that arise
- Be a role model for children and youth seeking to grow in their Christian faith
- 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 VBS coordination
- During evenings of TNT, supervise worship and activities
- Assist the Director of Christian Education in:
  - a) preparing and conducting training sessions for all volunteers
  - b) maintaining volunteer files
  - c) Encouraging and supporting

- d) assisting the Director of Christian Education to update the Church of the Lakes Child Protection Guidelines
- e) publicizing Christian Education programs
- f) monitoring program expenses
- Maintain open communications with 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:**

- Supervision will be provided by Director of Christian Education
- The employment of the Administrative Assistant to Director of Christian Education is the responsibility of the Staff Parish Relations Committee

**Benefits, Vacations and Sick Leave**

See Employment Handbook

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.