

Position Title: Children's Ministries Assistant
FLSA Status: Non-Exempt, Part-time (25 hours/week)
Supervisory: No
Reports to: Children's Ministries Director

Summary Description

The primary purpose of the position is to bring preschool children into a closer relationship with Jesus Christ by providing fun and faith growing opportunities for children. This position works under the direction of and in collaboration with the Children's Ministries Director to implement preschool curriculum and faith-filled activities. In addition, this position will be responsible for collaborating, communicating and implementing preschool events and other children's discipleship opportunities.

Responsibilities

Following the direction and guidance of the Children's Ministries Director, this position is responsible for the coordination and implementation of faith growing opportunities for preschool children. This position recruits and equips volunteer and volunteer leaders, determines requirements for, and ensures availability of facilities, supplies and equipment to grow and support Sunday preschool children's programming.

Creates a sustainable and affordable structure for Sunday preschool children's programming and identifies problem areas and recommends operational policies and practices to the Children's Ministries Director.

Plans and oversees Sunday morning preschool classes each week, equipping and aiding volunteers during the Sunday morning services.

Plans and leads weekly preschool Chapel sessions for Floris UMC Preschool.

Provides administrative and other support as needed to other Children's Ministries staff members.

Attends all necessary meetings as directed by the Children's Ministries Director in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Senior Pastor's overall vision and the direction of Floris UMC's Grow Ministries.

Qualifications and Aptitudes

Minimum two years' college with a BA or equivalent preferred.

Willing spirit and attentiveness to children. Experience with children required. Ability to be present on Sunday mornings and during community/children discipleship events.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production. Willingness and ability to organize and complete administrative functions in direct support of Sunday morning programming and other children's discipleship opportunities.

Strong organizational skills and an attention to detail.

A broad understanding and practice of Christian principles are essential for purposes of researching and ensuring Sunday morning curriculum reflects clarity and strength of United Methodist values.

Ability to work collaboratively and be a team player.