**Title:** Children’s Ministries Assistant

**Job Type:** Part-Time (20 Hours)

**Job Description:**

**Purpose:**

The purpose of this position is to support of the First Presbyterian Children’s Ministry Team ministering to children birth through 5th grade.

**Responsibilities (including but not limited to):**

* Assisting with Children’s Ministry programs and nursery which may include:
  1. Sunday morning, Sunday evening, and Wednesday evenings
  2. Monday and Wednesday morning nurseries
* Children’s Sunday School

a. Helping to prep Sunday school materials

b. Checking in and building relationships with Sunday school teachers

* Aiding with Children’s special events
  + 1. Helping to organize children’s activities for specials events
    2. Working special events when needed
* Supervising maintenance of children and nursery classrooms
  1. Supplies & toys
  2. Rooms, furniture, equipment
* Aid with the preparation and leading of VBS

**Skills/Qualifications:**

* Love of the Lord and children
* Microsoft Office skill preferred
* Have the ability to relate well to adults and children