



TRINITY ON THE HILL UMC
POSITION DESCRIPTION AND RESPONSIBILITIES

POSITION: Summer Ministry Assistant – Children’s Ministry

POSITION CLASSIFICATION: Part Time/Salaried

REPORTS TO: Director of Children’s Ministry

POSITION SUMMARY:

The purpose of the Children’s Ministry Assistant is to assist the Director of Children’s Ministry with assigned tasks and provide support to staff and volunteers. The ideal candidate will be a college level student desiring to be in ministry or early childhood education.

RESPONSIBILITIES:

- Oversee Children’s Ministry Sunday morning classes
- Prep supplies for teachers (take home sheets, resources, snacks, etc.)
- Communicate with volunteers and parents as needed
- Work proficiently in Microsoft Office – Word and Publisher
- Develop and execute social media postings
- Assist with Kidz Blast (Vacation Bible School)
- Facilitate summer programming
- Assist with fall preparation
- Maintain a schedule of 20 to 25 hours per week, including Sunday mornings
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- Love God – (Mark. 12:28-30) Committed to a growing relationship with Jesus Christ
- Love Families – (John 13:34-35) A desire to come alongside our parents and support them in their important God-given role
- Love Kids – (Matthew 19:13-14) Possess a genuine heart for, and insightful mind towards, and relational giftedness and experience with children
- Love Tasks – (Acts 6:1-4) Task-oriented and excellent organizational skills
- Consent to and pass a national criminal background check
- Complete the Safe Sanctuary training and certification

SALARY: \$2,400, paid bi-monthly over the 10-week period