



Assistant to the Preschool Ministry Director

Supervision:

- This position will be supervised by and work under the direction of the Preschool Ministry Director.

Qualifications:

- Must be a born again believer with a maturing relationship with Christ Jesus.
- Fully supportive of the vision of Northway Church and Northway Preschool Ministry.
- Display genuine and authentic love for children newborn-4K.
- Experience in working with children in a church/educational setting.
- Ability to partner with parents through healthy communication and connection.
- Organized, proactive, and self-motivated desire to do all things with excellent.
- Ability to diagnose and solve problems.
- Proficient computer skills (Mac preferred).
- Excellent verbal and written communication skills.

Responsibilities:

1. Weekly Communications-

- Assist Preschool ministry Director in scheduling volunteers.
- Supervise volunteers during Sunday morning activities.
- Encourage and communicate with volunteers throughout week (Birthdays, prayer requests, complaints, etc.).
- Follow up with first time guests by sending appropriate information through multiple channels.

2. Curriculum Planning and Support-

- Assist in planning all classroom activities, crafts, games, according to scope provided by program director.
- Coordinate and create needed materials for weekly lessons.
- Order, sort, and evaluate all supplies for weekly lessons.
- Serve Sunday mornings alongside Director in general oversight.

3. General office needs-

- Assist director in processing and management of preschool volunteer files (background checks, applications, etc.).
- Process all mailings for preschool ministry.
- General clerical needs that seasonally arise within preschool ministry.

4. Special Events-

- Assist Director with preschool ministry special events (baby dedication, fall festival, easter egg hunt, etc.).

Benefits:

- This position is part-time, hourly, salary commensurate with education and experience.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee routinely is required to sit; walk; talk and hear; use hands to keyboard, finger, handle, and feel; stoop, kneel, crouch, twist, crawl, reach, and stretch.
- The employee is occasionally required to move around the office.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- May require travel dependent on company needs.
- The employee may occasionally lift and/or move up to 50 lbs.
- Can work under deadlines.

This job description is not a comprehensive listing and is subject to change at any time and will include other tasks and duties as assigned.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature/Print Name

Date