

Brentwood United Methodist Church
Preschool and Elementary Administrative Assistant

Reports to: Preschool & Elementary Minister

Ministry Description: Assist the children's ministry staff in partnering with families and the church community to guide children in their growth as disciples of Jesus Christ for the transformation of the world.

Classification: Non-exempt, Regular, Part-time, up to 10 hours per week

Work Schedule: Sunday mornings 8:00a – 12:00p, other hours scheduled Monday & Tuesday.

Education and Experience:

- Bachelor's degree preferred
- Training and/or experience in education or child development preferred
- Understanding and appreciation of children's ministry preferred

Qualifications:

- Committed to Christ
- Excellent communication skills
- Ability to work with and communicate to diverse groups of people (volunteers, families, etc.)
- Creative thinker and problem solver
- Highly organized, motivated, and task-oriented
- Ability to complete task in a timely manner. Ability to self-start projects when needed
- Understanding of children's ministry curriculum
- Ability to plan for programs and events well in advance

Physical Requirements:

Must be able to stand/walk and be an active participant in prep work and children's activities as needed.
Must be able to lift and move items up to 25 pounds.

Job Responsibilities:

- Assist the Preschool and Elementary Minister in the planning and preparation of weekly Sunday School lessons, including discerning activities that should be done/skipped and what materials to provide
- Be present during the Sunday School hour each week to assist with the supervision of both preschool and elementary Sunday School
- Assist with the organization, purchasing, and stocking of all Children's ministry supplies and materials
- Address and send Birthday cards to children connected to the ministry
- Oversee the prep and organization of curriculum quarterly transitions
- Assist in planning and implementing volunteer appreciation events as needed
- Assist with the vision and implementation of Children's Ministry family and Milestone events as needed
- Any other miscellaneous office/administrative tasks as requested