

Alhambra True Light Presbyterian Church

Job Title: Children's Ministry Assistant Position

Job Purpose: The Children's Ministry Assistant will work alongside the Director of Children's Ministry on many events including Sunday mornings to facilitate effective communications with volunteers, parents and work with church staff team members for ministry to children, birth to 5th grade.

Reporting Responsibility: Director of Children's Ministry

Employment Status: Temporary/Part-time, 10 hours a week

FLSA Status: Non-exempt

Compensation: \$16- \$20/hr.

Job Responsibilities:

- Provide ideas and insights concerning the growth and development of the Children's Ministry.
- Show care and prayer support for parents, children, and volunteers.
- Assist/support with various clerical/administrative and classroom needs as requested.
- Communicate volunteer schedules and send out lessons and reminders for teaching.
- Help recruit and give direction to volunteers.
- Provide in-person support on Sundays when DCM is scheduled to be absent.

Qualifications:

- Close personal relationship with Jesus Christ.
- Servant's heart for ministry with a teachable and open attitude.
- Contributes toward the improvement of the ministry as a whole.
- Functions well with co-workers, treating them with respect and grace.
- Good people/telephone skills.
- Organized and hardworking.
- Prefer completion of some college courses in child development or related fields and has volunteered in a children's setting such as church Sunday School class or public/private elementary school class.

Please send resumes to [hiring@atlpc.org](mailto: hiring@atlpc.org)