



CENTERVILLE PRESBYTERIAN CHURCH

Experiencing Jesus ♦ Authentic Community ♦ Transforming Lives

Children's Ministry Assistant

Reports to: Senior Pastor or his designee

Working Hours: Variable

Compensation: Based on experience

Position Description:

The Children's Ministry Assistant provides administrative support for CPC Children's ministry activities.

Primary Responsibilities:

- Organize training and planning materials for children's ministry teachers/workers.
- Assist children's ministry teachers/workers by creating monthly lesson plan folders, weekly curriculum and printout materials for crafts, games, and handout for kids.
- Publish schedule for Sunday school teachers and volunteers for their assigned activities.
- When needed, purchase items (e.g., snacks for kids) for Sunday school.
- Assist in planning periodic community outreach family events (e.g., Easter Egg Hunt, VBS, Trunk or Treat) and postings on our website and social media platforms.
- Assist in producing monthly status report.

Related Responsibilities:

- Prep curriculum, supplies, special elements, room décor, maintain facilities.
- Additional related duties at request of Pastor or designee

Qualifications:

- A committed Christian who is deepening their personal relationship with Jesus Christ and modeling this to others.
- High school diploma.
- Must be familiar with various computer software packages, including Microsoft Word, PowerPoint, Outlook, Excel, and social media.
- Previous experience in working with children (e.g., Babysitting) is desirable.
- Demonstrates interest and love for working with students of all ages
- Strong organizational and communication abilities to children, families, volunteers, and staff.
- Must pass standard CPC background check.

If interested, please send your resume with a cover letter to: ssuryan@cpcfremont.org