



## **JOB DESCRIPTION: CHILDREN AND YOUTH ASSISTANT**

**Reports to: Minister of Children and Youth**

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**BECAUSE EASTMINSTER PRESBYTERIAN CHURCH IS A CHRIST CENTERED, INTENTIONALLY CROSS CULTURAL CHURCH, ALL EMPLOYEES ARE TO BE COMMITTED TO THE GOSPEL OF JESUS CHRIST IN BOTH BEHAVIOR AND LIFESTYLE. IT IS UNDERSTOOD THAT ALL EMPLOYEES OF THE CHURCH WILL BE COMMITTED TO THIS VISION AND BE WELCOMING AND INVITATIONAL TO ALL PERSONS IN THE COURSE OF COMPLETING THEIR DUTIES. ALL STAFF MEMBERS ARE CALLED TO BE ENTHUSIASTIC AND ENERGETIC IN THEIR WORK FOR THE LORD.**

### **PURPOSE:**

To serve the church in the absence of a regular part-time children and youth assistant through assisting the director of youth and by coordinating successful youth ministries, which enhance the life of our Christ-centered and cross cultural family.

### **JOB RESPONSIBILITIES:**

#### **Youth**

- Enhance the life of Eastminster by inviting and welcoming students to be part of Eastminster's intentionally Christ-Centered and Cross-Cultural family.
- Assist the Minister of Children and Youth in planning, preparation and implementation of Eastminster's youth and children programming. This includes, but is not limited to, youth groups, retreats, special events, Sunday school and summer programming.
- Foster the development of relationships and spiritual formation with students..
- Attend outings as assigned by Minister of Youth and Children
- Lead and plan weekly youth programming in partnership with Minister of Youth and Children.
- Recruit adult team members to serve in youth and children ministry areas.
- Attend weekly staff meeting, chapel and devotionals with Eastminster staff members
- Consistently model a lifestyle that reflects Biblical standards and principles.
- Attend Eastminster Presbyterian Church for Sunday worship services.
- Assist with coordination of mailings, phone calls, multimedia presentations, and other administration duties as needed.

#### **Nursery**

- Works with the Minister of Children and Youth to recruit, schedule and train volunteers (or staff) for the nursery on Sunday mornings as well as other recurring and special events as needed
- Make phone calls or use online system or app each week to remind volunteers of their time to serve
- Schedule substitute for arranged absence. (can attend worship service by arranging and preparing for volunteer in their place once a month).
- Communicate with parents regularly

- Arrive no less than one half an hour before the nursery is scheduled to open
- Provide orientation and training for new nursery volunteers
- Serve healthy, peanut free snacks each week and communicate with parents if alternatives are needed
- Make sure all rooms used are cleaned up at the end of each session
- Communicate with Eastminster's Childcare Center Director as necessary about shared space and resources

### **QUALIFICATIONS:**

- Able to take direction as well as work independently on key projects and deadlines.
- Demonstrated experience in coordinating successful youth ministry projects and/or events.
- Able to effectively lead and engage youth in middle school and high school and young children.
- Strong ability in partnering and working cooperatively with a wide range of personalities and cultures.
- Strong passion/calling for cross cultural ministry.
- Proven experience coordinating programming and events for middle school and high school.
- Able to work flexible schedule as youth programming requires.
- Proficiency in Microsoft Word and general ability in Microsoft Excel
- Has current Act 33 and 34 FBI fingerprinting clearances
- Driver's license preferred

### **EDUCATION / EXPERIENCE:**

- High school graduate.
- Some college and commensurate experience in youth ministry.

### **CLASSIFICATION AND SCHEDULE**

This is non-exempt, temporary part-time position. This position is for an average of 25 hours per week with scheduling at the discretion of the director based on youth and children ministry events. Special camp events may require overnight stays outside the city for a weekend.

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**This job description is not intended to form a guarantee and or contract regarding any term and or condition of employment. Accordingly, Eastminster Presbyterian reserves the right to modify or change any and all terms or conditions, including, job duties and requirements based on operational, fiscal and or performance issues or demands.**

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