

First Presbyterian Church of Tacoma

Kids' Ministry Administrative Assistant

OVERVIEW:

This is a part-time (10 hours a week) administrative staff position responsible for supporting the goals of the church's Kids' Ministry. This person reports to the Co-Directors of Kids' Ministry.

RESPONSIBILITIES:

- Work directly with Ministry Leaders to prepare curriculum and crafts
- Help with child check-in and registration
- Assist in coordinating volunteers
- Print and prepare curriculum for teachers, gather supplies, set up classrooms
- Assist in administrative and clerical duties, including printing handouts and room set-up and clean-up
- Assist in organizing and planning for Camp McCullough: Camp Training, preparing crafts, handbooks, etc.
- Be available for Vacation Bible School by supporting director in organizing and prepping
- Support and plan for church functions such as Palm Sunday, Christmas Pageant, Fall Harvest, Pray for Me Campaign, and others as directed
- Bi-monthly/monthly shopping for supplies
- Maintain database: ensure children are classified correctly by group and grade level and make sure attendance is inputted correctly
- Help organize & maintain children's ministry storage areas
- Photocopying and other office duties
- Available to work Sunday mornings from 8:30 am – 12:30pm
- Remaining 6 hours/week typically worked in office
- Other duties as assigned, including various evening activities

QUALIFICATIONS

- Faith in Jesus Christ that is lived out daily
- Agreement with ECO Essential Tenets and FPC's Confessing Church Statements

TERMS

This position pays \$14.00 per hour and is not eligible for benefits.

Approved by Personnel Committee, October 2, 2019.

Approved by Session, October 15, 2019.