

JOB DESCRIPTION

JOB TITLE: Christian Education Assistant

JOB STATUS: Hourly Part-Time (8-10 hrs/wk)
(Salaried/ Hourly) (Full Time/Part Time)

SUPERVISOR: Associate Pastor

JOB SUMMARY: The Christian Education Assistant serves as the link between the Pastors, Sunday School Shepherds, and parents. The job scope is primarily volunteer coordination and managing Sunday School logistics. The role requires 8-10 hours weekly (including approximately 2 hours on Sundays).

COMMITTEE SUPPORT RESPONSIBILITIES: None, but submits a monthly report to the Board of Christian Education. The Christian Education Assistant is not required to attend the meetings of the Board of Christian Education.

JOB RESPONSIBILITIES:

A. Education Program Responsibilities

1. Collaborate with the Associate Pastor to coordinate a clearly defined vision and strategy for discipleship within the children's ministry that works in conjunction with the overall vision, mission, and ministry of the Pleasantville Church Community.
2. Sunday Morning Duties
 - a. Greeting students as they arrive and providing oversight during the Children's Messages during worship. Along with the Sunday School Shepherds, escort the children to the appropriate classes.
 - b. Check in with Nursery during Sunday School, take attendance, assist as needed, keep time for classes assuring their quiet return to worship during the offering.
 - c. Maintain a safe, positive, nurturing, and age-appropriate learning environment for every child.
 - d. Provide weekly take home papers for children/families with resources for family conversations.
 - e. Set up interactive classroom(s) stations in preparation for weekly Sunday School.
 - f. Maintain Board of Christian Educator of the Day binder with allergy and other pertinent Sunday School information.
3. Recruiting Sunday School Shepherds by different modes of communication including phone calls, text, and email.
4. Email communication weekly to scheduled volunteers for lesson and preparation each Wednesday.
5. Plan weekly lessons using chosen curriculum and ensuring alignment with Pleasantville's mission/vision and review with Associate Pastor.
6. Lead classroom curriculum training in coordination with the Associate Pastor following Pleasantville UCC's Youth Protection and Sexual Harassment policies.
7. Assist the Business Manager and Associate Pastor in maintaining up to date clearances for all Christian Education volunteers while supporting implementation of PUCC Safe Church and Youth policies on Sunday Morning, Vacation Bible Camp, and other activities, including the ratio of 2 adults with 1 child.
8. Keep record of student and family rosters.
9. Resolve last-minute volunteer cancellations.
10. With the Associate Pastor, discern new faith formation opportunities for children and young families.
11. Provide weekly communications with the Pastoral Staff, and Sunday School Shepherds. In addition, provide a monthly report to the Board of Christian Educators.

12. Oversee the Vacation Bible School Camp Program with the event chairs in coordination with the Associate Pastor.
13. As necessary, create bulletin boards, provide mailings, and update the monthly newsletter Christian Education section in coordination with the Associate Pastor.
14. Participate as an active member of the Pleasantville Staff in the Pleasantville Community.

OTHER EXPECTATIONS:

- The Christian Education Assistant will have regular hours on Sunday Mornings from approximately 8:30 – 10:30 am. They should be available for Holy Week, Easter, and Christmas Eve unless negotiated with the Associate Pastor. Other weekly hours are flexible. Vacation time should be coordinated with the Associate Pastor and the Board of Christian Educators.
- Participate in annual performance review.
- Attend staff meeting 1x per year for Pleasantville's Policy Training.
- Submit a weekly report and meet weekly with Associate Pastor.
- Other duties as assigned by the Pastors.

WORKER QUALIFICATIONS:

- A. A High School degree or equivalent – bachelor's degree preferred.
- B. Two years of experience in working with children and families.
- C. Demonstrated sense of professionalism.
- D. Ability to maintain confidences.
- E. Ability to relate to all kinds of people, to set appropriate boundaries, and build teams of diverse people.
- F. Independent, ability to self-direct.
- G. Ability to organize, prioritize, and meet deadlines. Skilled in creative problem solving.
- H. Ability to communicate effectively and harmoniously with all constituencies inside and outside the church. Strong interpersonal communication skills.
- I. Team Player – Able to work effectively and harmoniously with all constituencies.
- J. Flexibility and creativity.
- K. Demonstrated use of Microsoft suite, other creative applications, Church Windows and Zoom.
- L. Compliant with PA Act 153, all staff are required to have a State Child Abuse and Criminal background check as well as FBI fingerprinting. Employment is contingent upon successful completion of all three clearances. Provide completed copies to the church office.
- M. Must complete First Aid/CPR/AED training giving a copy of completed course to the church office.
- N. Commitment to growth in your own relationship with Jesus Christ.

SKILLS NEEDED

- A. Computer Skills – The primary platforms for this position at this point are: Microsoft Office Suite, Google Docs, and Outlook. We realize that software systems and communications platforms are constantly changing, and new applications are emerging in ways we cannot anticipate. Our expectation is that the Christian Education Assistant can adapt to the changing landscape along the way, as new possibilities arise.
- B. Communication – the Christian Education Assistant must be able to communicate effectively.

For more information and to apply, contact Kathleen Vitantonio, Business Manager, at churchoffice@pleasantvilleucc.org.