

## **Preschool Education Assistant and Christian Educator (PEACE Worker)**

May 2024

Hours:	40 hours per week, including Sunday mornings
Compensation:	\$35,000-\$38,000/year, paid monthly
Supervision:	Reports to Preschool Director and Pastor as Head of Staff
Evaluation:	Annual review conducted by Personnel Committee and Pastor
Benefits:	flexible scheduling apart from preschool hours and other noted times, school scheduled breaks and 10 days PTO

### Responsibilities:

#### Birth - Age 5

- Preschool
  - Assist preschool staff with children 3-5 years of age from 8am-1pm, Mon-Fri during the school year (160 days, 25 hrs/wk).
  - Attend required trainings and preschool events.
- Nursery Care for ages 0-5
  - Recruit, hire, train, and supervise childcare workers during worship

#### Elementary School

- Ringers & Singers
  - Assist Minister of Music with recruitment and retention of children in the children's music program.
  - On Wednesday afternoons during the school year, assist with Ringers & Singers.
  - Encourage families of Ringers & Singers to participate in other activities of the church.
- Children's Sunday School for ages 5-11
  - Recruit, train, and supervise volunteer teachers for programming during worship.
  - Assemble curriculum and materials in consultation with Pastor.
  - Liaison with parents and other care-givers.
- Summer Vacation Bible School (VBS)
  - Recruit, train, and supervise volunteers.
  - Coordinate registration, promotion, and all other aspects of the program in conjunction with relevant committees of the church.
- Summer Camp
  - Encourage children and families to attend Stronghold camp in the summer.
  - Help coordinate carpools, registration, subsidies, etc.

#### Junior and Senior High

- Discipleship
  - Work with the Christian Education Committee to coordinate regular opportunities for fellowship, study and service.
  - Be a mentor to young people and help nurture them in faith.

- Confirmation Program
  - Encourage 8th & 9th graders to participate in the process.
  - Assist the pastor in coordinating classes, retreats, and celebrations.
  - Help recruit mentors from the congregation
- High School Mission Trip
  - Coordinate with outside program providers as necessary to select dates, location, etc.
  - Help recruit students and chaperones
  - Assist with fundraising efforts such as the spring Spaghetti dinner.

#### Across the Ages

- Children & Youth in Worship
  - Work with Pastor and committees of the church to include children & youth in various aspects of worship such as by lighting candles, reading scripture, music, etc.
  - Coordinate Children's Messages in conjunction with Pastor.
  - Coordinate the children's Christmas Pageant.
- Intergenerational All-Church Retreat
  - Provide for children and youth programming during retreat weekend as needed.
  - Assist with promotion and registration
- Outreach
  - Help promote the church's children & youth programming in the community and online
  - Attend outreach activities of the church when available
- Other
  - Ensure the RPC Safe Church Policy is upheld at all times for the safety of both children and adult volunteers.
  - Attend staff meetings & committee meetings as needed.

#### Desired Qualifications

- Mature and active faith commitment to Jesus Christ with love for the church
- Experience working with youth and/or children
- Strong organizational, interpersonal, and communication skills
- Must pass criminal background check