

Catalina Foothills Church

Job Description

Job title: Assistant Children's Director

Work Location: CFC Campus

Division/Department: Children's Ministry

Reports to: Director of Children's Ministry

Supervises: None

Full-time: Salary \$38,000. 40 hours, full benefits.

Exempt

OVERVIEW

- The Childcare Assistant Director will function as an integral part of Catalina Foothills Church's Children's Ministry. This person will assist the director in planning, implementing, and supervising all events. The assistant will serve as an appropriate role model for our children, workers, and volunteers. They will help maintain the safety and well-being of all children (infants – fifth grade) and provide support for families and volunteers, coordinating with other directors at CFC.

Email: jstone@cfcpca.org

JOB DESCRIPTION

- Recruit and schedule volunteers and paid workers for church services and events.
- Aid with filing, printing, organizing, and distributing curriculum.
- Help with classroom maintenance including cleaning, sanitizing, organizing, and ensuring a safe, fun environment.
- Help with event management: arriving early, setting up printers and pads, creating rosters, recording numbers. Cleaning and locking up classrooms after an event.
- Actively engaging with children: knowing their names, helping them adjust, assisting with discipline. Should be comfortable with all ages and able to jump into any classroom to assist or model a technique for children or teachers.
- Effectively communicating with parents daily at pick-up and drop off, occasionally in writing through emails and such to make parents aware of upcoming events.
- Support and aid the director.
- Assist Director in other duties as assigned.

Physical and/or Additional Requirements:

- Competency in Google Workspace, Microsoft Office Suite, and communication platforms.
- Must work well with teams and groups.
- Able to work independently on a variety of assignments.
- Possesses strong problem-solving skills.
- Excellent interpersonal, organizational, written and oral communication skills.
- Ability to safely and successfully perform the essential job functions listed above
- Ability to maintain regular, punctual attendance
- Ability to lift 20-40 pounds

Print Employee Name:

Employee signature:

Date: