

PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title: P/T Admin Assistant to Children's Ministry **Department:** Children's Ministry
Name: OPEN (up to 15 hours a week) **Job Family:** Administrative Assistant
Date: September 25, 2024 **Supervisor:** Coordinator for Children's Ministry

Purpose of Role

Assist Children's Ministry Leaders with organizing, inventorying, and maintaining supplies in classrooms and supply closets for Sunday morning classes, weekly lessons, and special events of the ministry. Maximize an effective, efficient, and presentable learning environment for children and volunteers.

Alignment with Mission and Vision

Enables Children's Ministry Leaders to CONNECT with moms and volunteers by providing the manpower to create items needed for weekly activities and stocking rooms. EXTENDS the presence of our staff by proactively keeping our classrooms stocked and ready for Sunday morning and weekly lessons so that Ministry Leaders can ABIDE in the relational aspects of our job, versus getting bogged down with the tasks.

Key Job Responsibilities

A. Stock and inventory classrooms in Preschool and Elementary for Sunday mornings and weekly activities

- Anticipates supply needs several weeks out.
- Weekly stocks Preschool and Elementary classrooms with supplies
- Inventory supplies/snacks/cups and order as needed
- Keep an updated inventory list that the Children's Ministry Team can reference
- Gather and distribute activities and materials for weekly classes, Sunday School, and First Fridays
- Make copies of worksheets

B. Assist Children's Ministry Leaders in providing supplies and materials for annual Children's Ministry Events

- Pumpkin Gospel
- Family Advent Service
- Easter Song and Story
- VBS
- Parent Equipping Events

C. Maintain various Children's Ministry supply closets

- Organize curriculum closet and storage in both Preschool and Elementary.
- Collaborate to best utilize the resources we have on hand for activities and events.
- Regularly update toys and games in Preschool and Elementary

Training, Education, and Experience

High School education or above is required. Basic knowledge of Word and Excel is needed.

Competencies and Skills

Detail oriented, forecasts and thinks ahead, thrives with lists and keeping things organized. Possesses an interest in and comfort around early childhood development. Must enjoy and work well with a team.