

Belle Aire Baptist Church

Job Description

Position: Preschool Ministry Assistant (part-time; 20 hours per week)

Education required: High School Graduate and at least first year of college completed

Qualifications: Must pass a criminal background check; must be a member of a church of like faith. Must be able to make a one year commitment to the position.

Skills required: Strong administrative, telephone, interpersonal and communication skills, supervising and organizational skills, experience in childcare including safety and security

Supervisor: Minister of Preschool

Responsibilities:

A. Sunday AM and Wednesday Evening preschool activities; and Special Events such as VBS.

Includes: SET UP: for the programs; CLEAN UP: from the program; FILLING IN: willing to step into a class and fill in at the last minute if needed; Will need to work on y mornings and each Wednesday evening.

B. Communicate and Build Relationships

Includes: working with volunteers on a weekly basis, building relationships with them, assisting them in whatever need arises during program hours; working alongside the Preschool Secretary, Children's ministry assistant and other staff to accomplish required task.

C. Assist Preschool Minister with weekly tasks

Includes: Organizing and maintaining regular cleaning of preschool rooms, resource room, etc. Keeping laundry done and resource room stocked of needed supplies. Making phone calls and other contacts as needed.

D. Other duties as requested by supervisors.

Hours required: Sunday morning 8:15-12:15

Wednesday evenings 5:45-7:45

Discover Belle Aire Childcare once a month

Times for set up and clean up must be scheduled around other programs. Other hours are flexible for you to work into a normal weekly schedule to be given to supervisor.

Note: This job description is not intended to limit or maximize the duties required for this position.