



## **Job Description: Summer Student Ministry Assistant**

### **2 positions available:**

- One, 8-week position running from June 3-July 26, 2019
  - One, 8-week position running from July 2-August 23, 2019
- Each position is a total of 35 hours a week and pays \$13.85 per hour.

**Immediate Supervisor:** Children's Director, Twyla Morgan, and Administrator, Rob Larson

**Position Type:** Summer Ministry Assistant

### **Qualifications:**

This position is funded by the Federal Government, and applicants must be either:

- entering Grade 12 in September 2019
- Graduating from Grade 12 in June 2019,
- entering college or university in September 2019,
- or returning to college or university in September 2019.

**Primary Focus:** The Summer Student Ministry Assistant is responsible for helping the Children's Ministry Leader prepare for Sunday morning classes, and events such as VBS and other special events. They are also responsible for helping prepare for and lead Youth Ministry Activities. In addition, there may be other office duties such as answering phones and other caretaking activities.

### **General Duties:**

- Prepare materials;
- Enter data;
- Complete e-mails and help with scheduling volunteers;
- Photocopy and organize materials;
- Work with small groups of children from 0-17, with various backgrounds and circumstances;
- Set up for events, Youth Nights and Sunday School;
- Develop Curriculum for Sunday morning classes and Youth Nights;
- Research resources and help order;
- Unpack and organize resources when they arrive;
- Help clean up rooms and materials after classes;
- Clean materials and toys from various classes;
- Cover the front desk on occasion which includes the following:
  - Handle all incoming calls in a professional, courteous and Christ-like manner;
  - Greet visitors to the office in the same manner, handling their requests, directing them where their needs will be best met;
  - Inform pastors of significant concerns as they are made known, so that the

- pastors can deal with them in an appropriate and expedient way (serious illnesses, special occasions coming up, and serious tragedies such as loss of home or life);
- Process all incoming and outgoing communications such as faxes, e-mails, and post in an efficient manner;
- Receive deliveries and inform recipients of their arrival in a timely manner;
- Gather mail and distribute as necessary;
- Keep up the general appearance of office and church foyer;
- Coordinate outdoor sign message and changing
- Complete outdoor maintenance activities such as mowing lawns, weeding, watering and pruning shrubs;
- And other duties as assigned.

**This is not an all-encompassing list of duties. It is just a guide to help you get a good understanding of the types of tasks you will be involved in with respect to your position here at Westwood Church.**