**Job Description**

**Position Title:** Children’s Ministries Assistant

Huntsville First United Methodist Church

**Hours:** Part-time

**Hours:** 20 hours/week

**Supervisor:** Director of Children’s Ministries

The Children’s Ministries Assistant shall support the mission statement of Huntsville First United Methodist Church and implement the vision of Children’s Ministries.

**Position Duties and Responsibilities:**

1. Decorate age level environments to include stages (as needed), hallways, classrooms, and bulletin boards to communicate the monthly themes.
2. Design crafts and activities for each age level based on the curriculum.
3. Gather and prepare supplies for Sunday morning small groups.
4. Serve as a small group substitute leader as needed.
5. Serve as a host for Children’s Church weekly.
6. Be present for special events as needed.
7. Using preschool curriculum, create a plan for Children’s Church on a weekly basis.
8. Be present on Sunday mornings (8:00-12:15) making sure all classrooms and environments are ready for children. Assist with check-in as need.
9. Help ensure environments and workspaces are clean and ready for use.