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Mission-Driven.
Searching and Faithful.
Invitational and Inclusive.
An Open and Affirming Congregation

CHILDREN'S MINISTRY TEACHING ASSISTANT

Position Responsibilities and Expectations

Position Summary:

A Children's Ministry Teaching Assistant serves the congregation of Naples United Church of Christ, providing dependable, weekly support and assistance to the Children's Ministry Specialist (lead teacher) to which they are assigned. This is an hourly, part-time position that reports to the Director of Children's Ministry.

Key Responsibilities:

- Assist the lead teacher with preparing materials and the classroom
- Greet and encourage the students
- Provide practical and moral support for lead teacher during the lesson
- Responsible for maintaining a safe environment
- Responsible for controlling behavior situations without disrupting the lesson
- Gather projects and handouts for children to take home
- Responsible for dismissal and release to parents and guardians
- Ensure that the classroom is left clean and presentable
- Be prepared to lead the class in the teacher's absence, or as scheduled

Expectations:

- Be polite and friendly to all children, parents, co-workers and congregational members
- Be reliable, dependable, trustworthy and timely
- Recognize your role as a mentor and role model
- Work on all Sundays that Children's Ministry Specialists and Assistants are scheduled unless absence is approved in advance
- Communicate in writing to the Director of Children's Ministry any planned absences with an advance two-week notice
- Communicate any unplanned absences at least two (2) hours prior
- Must adhere to Safe Church Policy
- Attend a Children's Ministry Orientation and Training session prior to the start of the new Children's Ministry program year
- Participate and assist with classroom projects and Children's Ministry events as requested

Qualifications:

- At least 18 years of age or older
- A minimum of a high school diploma or equivalent
- First Aid / CPR Certification
- Preferred completion of DCF training
- Must have reliable transportation
- Must enjoy working with children and be a team player
- Ability to perceive both the practical and emotional needs of the classroom
- Ability to adapt and interact with a variety of personalities
- Satisfactory completion of background check and drug screening

Compensation:

- Starting range: \$15-17 per hour
- Paid bi-monthly

Supervisor: Director of Children's Ministry

FLSA Status: Part-time (4+ hours weekly), non-exempt, hourly

Schedule: Sundays, plus

Anticipated Start Date: Immediate

Naples UCC values diversity in all its forms.

To Apply:

Children's Ministry Teaching Assistant Search

Naples United Church of Christ

5200 Crayton Road

Naples, Florida 34103

Jobs@naplesucc.org