

St. Paul's Evangelical Lutheran Church & School, Waverly, IA

Job Description: Saints Alive Assistant

Date: August 2022

Supervisor: Director of Faith Formation

Time Status: Part-time (4 hours per week)

General Function: Under the direction of the Director of Faith Formation, this position provides assistance for the implementation of the Wednesday after school program, Saints Alive.

Principle Activities:

- Assist with administrative tasks for the implementation of Saints Alive with direction from the Director of Faith Formation, which includes prep work for programming
- Be present on Wednesday afternoons for programming (must be available 2-5 p.m.)
- Assisting in maintaining necessary records for Saints Alive participants
- Assist with directing and supervising of volunteers for Wednesdays and prep work
- Perform other duties, consistent with the nature and scope of the position, as assigned by the Director of Faith Formation

Qualifications:

- Current active membership and participation in a Christian congregation, preferably St. Paul's
- Over the age of 18 with a high school diploma
- Interpersonal relationship skills necessary to work effectively with the Director of Faith Formation, other staff members, the congregation, and volunteers

Experience and skills:

- Teaching and supervising elementary students
- Partnering with volunteers effectively
- Communicate effectively (oral and written) with a wide variety of audiences
- Ability to take direction and maintain confidentiality

Working Conditions:

Activity center and classroom settings with occasional necessity to lift items not to exceed twenty-five (25) pounds.

The signature of the employee hereby acknowledges receipt of a copy of this job description.

Employee

Date

Director of Faith Formation

Date