



JOB DESCRIPTION: Children and Family Ministry Assistant

OVERVIEW:

St. Paul's is an active, growing, multigenerational faith community that loves children and aims to center families and young people in our life together. We are seeking a ministry collaborator to help us unleash more of the joy of the Holy Spirit in this area of our common life, especially through attentiveness to the spiritual needs of the next generation, as we aspire to grow in our capacity to follow Jesus' ways of love together.

KEY RESPONSIBILITIES:

- Collaborate with staff, families, and volunteers to create a loving environment that nurtures faith
- Work alongside staff, families, and volunteers to create children's experiences that engage the liturgical calendar and practices of communal worship
- Interact with children to build positive relationships that cultivate trust, confidence, and self-esteem
- Model and encourage mature social skills (i.e. strong communication and conflict-resolution skills)
- Monitor and report developmental and safety concerns to fellow leaders, pastoral associate, and rector
- Integrate other duties, as assigned

PRIMARY GIFTS & QUALITIES:

- Loving, caring, and kind
- Personable and experienced working with a variety of people, including vendors, staff, volunteers, and multigenerational members of our faith community
- Independently motivated and flexible
- Passionate about children and their spiritual development

QUALIFICATIONS:

- Minimum of 2 years of work experience, preferably in education, day care, Sunday School or other children's environment
- Excellent oral and written communication skills
- Bi-lingual (English and Spanish), preferred but not required
- Knowledge of the liturgical calendar, Episcopal Prayer Book, Montessori methods of teaching, Godly Play, and other young children and family faith formation curriculums, desirable but not required

COMPENSATION: Compensation commensurate to skill and experience, starting at \$22 per hour.

HOURS: In person, part-time (Every Sunday 8:45am-11:45am; other times, according to organizational needs)

START DATE: August 1, 2024

APPLICATION: Please send your resume, personal references, and short cover letter describing why you believe you are a good fit for this role to our rector, the Rev. Sarah C. Stewart, at [sstewart@stpaulsburlingame.org](mailto:ssewart@stpaulsburlingame.org).