



**St. Paul's Children and Family Program Assistant** is an ideal role for someone who is passionate about building relationships of support and care with children and families.

Overview:

St. Paul's is an active, growing, multigenerational faith community that loves children and aims to celebrate families and young people in our life together. We are seeking a collaborator to help us unleash a joyful, welcoming presence in this area of our programmatic life, especially through attentiveness to the emotional and spiritual needs of the next generation, as we gather to celebrate Jesus' ways of love and service throughout the year.

Key Responsibilities:

- Collaborate with staff, families, volunteers to create a loving environment that nurtures faith
- Work alongside staff, families, volunteers to create engaging children's experiences in worship
- Interact with children to build positive relationships that cultivate trust, confidence, and self-esteem
- Find and implement engaging activities for students
- Monitor behavioural patterns of children; apply appropriate interventions when required
- Model and encourage mature social skills (i.e. strong communication and conflict-resolution)
- Monitor and report developmental or safety concerns to 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 2 years of work experience, preferably in education, day care, camps, Sunday School, or other children's environments. Experience with special needs a desired plus
- Excellent oral and written communication skills
- Bi-lingual (English and Spanish), preferred but not required
- Knowledge of the liturgical calendar, Episcopal worship, Montessori methodologies, Godly Play, and other family-oriented faith formation curriculums, desirable but not required

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

**HOURS:** In person, part-time (Sundays, 8:45am-11:45am; other times, per organizational needs)

**START DATE:** August 31, 2025

**APPLICATION:** Please send resume, personal references, and a cover letter describing your interest in the position to the Rev. Sarah C. Stewart, at [sstewart@stpaulsburlingame.org](mailto:sstewart@stpaulsburlingame.org) and [HR@stpaulsburlingame.org](mailto:HR@stpaulsburlingame.org).