

Job Description
Part-Time
Teaching Administrator
United Church in Walpole

Compensation: Annual Salary: \$11,200 (20 hours/week x \$17.50/hour x 32 weeks)

Responsibility and Authority: Administratively, this person is responsible to the Senior Minister; programmatically, to the Christian Education Committee.

Position Goal: To perform the on-going administrative tasks of the Christian Education program and provide administrative support to the Christian Education Committee.

Qualifications:

- Strong organization and communication skills
- Some experience with Microsoft Office
- Affinity for working with children, youth and teachers

Responsibilities:

General Administrative:

1. Be present on some Sunday mornings to administer the Church School program and serve as contact person.
2. Attend meetings of the Christian Education Committee.
3. Attend staff meetings as required: currently at 10:00 AM on Mondays.

Church School/Teaching Administration:

1. Keep up-to-date records of enrollment data and attendance, working with office administrator to record changes and additions.
2. Provide ongoing communication with parents and church community by way of the Torch, E-torch, bulletin, letters and postcards.
3. Assist Christian Education Committee in formulating and implementing plans for seasonal projects during Advent and Lent.
4. Coordinate and help plan special productions such as the Christmas Pageant, Easter Pageant and Celebration Sunday.
5. Coordinate special Sundays such as Rally Day, presentation of bibles and baccalaureate.
6. Communicate with Teachers weekly through Teachers Note.
7. Coordinate Journey to Adulthood (J2A) special events with CE Chair such as Urban Adventure, Rite 13 and J2A dinner.
8. Help plan and coordinate with teachers special mission projects such as Grandfriends, Prison Book Ministry, Cradles to Crayons and Soup Kitchen.
9. Maintain bulletin boards according to seasons and events.
10. Oversee the Sunday school offering collection and the distribution of it towards special mission work.
11. Maintain Acolyte and Bell Ringer schedules.