



Assistant Director of Little Blessings Preschool

Salary: \$41,184 annually

Hours: 40 hours per week salaried, non-exempt

Vision:

To support the Director of Little Blessings in sharing the love and stories of Jesus with the children of Raymore

Areas of Responsibility:

- Be on the premises during all programming or designate a replacement.
- Staff oversight with the Executive Pastor and Director of Little Blessings including but not limited to hiring, firing, training, staff appreciation, hours tracking, etc.
- Basic functions for children/families including but are not limited to parent vacation calendar, files on children, lunch and snacks, and positive parent communication.
- Work collaboratively with the Family Ministries Coordinator and Director of Little Blessings of St. Paul's to establish a family relationship with the church.
- Budget planning includes but is not limited to turning in receipts to the Ministry Administrator, planning for future needs of Little Blessings, teacher supply requests, food and supply shopping, etc.
- Maintains student files and records including but not limited to incident reports.
- Submits new hire paperwork to the Ministry Administrator and maintains a staff list in the St. Paul's Directory software, Church Office Online.
- Assisting the Director as otherwise needed.

Areas of Accountability:

- Reports to the Executive Pastor.
- Turns in timesheets weekly.
- Maintains personal Safe Gatherings Certification.
- Maintains a CPR certification.
- Manages ministry area resources such as budget and expenses in accordance with the financial policy set forth By St. Paul's.
- Follows all requirements set forth in the St. Paul's handbook.

Please send all resumes to the Executive Pastor, Allison Wilson, at allison@stpunited.org.