

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Ministry Assistant	Date: April 2026
Department: Oasis (formerly Special Needs)	Prepared By: LF and Next Gen Team
Regular - part time: 6.5 - 10 hrs/ week	Non-Exempt

SUMMARY:

Provide administrative support for Associate Director of Oasis. Provide in-person care for children and youth with special care needs during Wednesday nights, Sunday mornings and other children/youth activities. Assist with special events and projects, helping with design and production of marketing and communication materials (email, print, web, social networking, posters, t-shirts, etc...).

ESSENTIAL FUNCTIONS:

- 85% Care of special needs children during Church programming.
- 10% Program and mission arrangements and records
- 5% Other administrative duties, continuing education

ACCOUNTABILITIES:

- Provide support for the Director of the Oasis Ministry.
- Assist with the care and development of special needs children during Church activities and worship services.
- Assist with mailings, weekly updates and correspondence as requested.
- Keep track of weekly attendance for children and youth activities as requested.
- Build positive relationships with children, youth and parents.
- Perform other duties as requested.

INTERNAL/EXTERNAL RELATIONSHIPS

- Internal Reporting: Reports to the Associate Director of Oasis Ministries.
- External Interface: members, non-members, related outside groups or organizations.

QUALIFICATION STANDARDS:

- High School Diploma required; Associates degree or equivalent experience preferred.
- Ability to prioritize tasks, to work independently, to hold confidences, to be a team player and to handle situations discreetly.
- Ability to respond to parents and volunteers in a pleasant and supportive way

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date