

**Weekday Preschool MINISTRY ASSISTANT**  
**MOUNT ZION BAPTIST CHURCH**  
**Job Detail**

<b>Job Title:</b> Weekday Preschool Ministry Assistant	<b>Ministry Area:</b> Administrative	<b>Reports To:</b> Preschool Director
<b>Staff Level:</b> Ministry Assistant	<b>Work Status:</b> Part Time	<b>FLSA Status:</b> Hourly

**I. BASIC PERSONAL RESPONSIBILITIES**

- A. Above all, must be a born again Christian desiring to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
- B. Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church. In order to do this, one day a week spent with family away from the church and related activities is strongly encouraged.
- C. Support the mission and vision of the Weekday Preschool. This will call for flexibility and a spirit of teamwork.

**II. JOB SUMMARY:** Responsible for providing administrative support to the Weekday Preschool Program and Director.

**III. ESSENTIAL FUNCTIONS:**

- Handle all Bright Wheel responsibilities (Bright Wheel is the Preschool Financial Software) to include invoicing customers and inputting all payments received.
- Input all new students into Bright Wheel.
- Create class lists for emails.
- Email out information to parents and teachers.
- Receive and screen phone calls and visitors.
- Give tours to prospects.
- Edit and send out Monthly Newsletter.
- Make Copies and trouble shoot copier for teachers. Call for maintenance on copier when needed.
- Input all immunization forms into computer, organize and obtain any missing forms.
- Assist with carpool.
- Prepare Microsoft PowerPoint Presentations.
- Prepare Supporting Documents, edit documents for Director.
- Keep all class lists, email distribution lists etc. up to date.
- Responsible for fundraising efforts
- Prepare Deposits
- Proofread and update documents/letters.
- Organize and file.
- Responsible for collecting any unpaid tuition
- Laminating
- Make carpool tags as needed.
- Order and inventory supplies.
- Copy DVDs and CDs if needed.
- Update all schedules as needed.
- Care for Sick Students
- Make props for Programs
- Assist with Fire Drills
- Create forms, flyers and signs as needed.

- Cook, decorate, and entertain at Teacher Luncheon, Christmas Dinner, and End of Year Luncheon
- Attend all Preschool Events to assist in various roles (PJ night, Graduation, Preschool Sunday, Date with Dad, Morning with Mom, Circus, Fundraising night)
- Negotiate Prices for pizza, subs etc. for events
- Create content for social media
- Able to create flyers with Canva
- Prepare certification materials
- Keep immunization paperwork up to date
- Pray with Parents
- Additional duties as assigned by Director.

#### IV. CRITICAL SKILLS

- **Core Competencies:**
  - People Focus – foster relationships with teachers and parents; open and approachable in meeting their needs
  - Personal Accountability – responsive; takes ownership and follows thru on commitments; pays attention to details
  - Teamwork – collaborate with teachers to seek workable solutions
  - Communication – listen effectively; respond to questions and deliver clear and concise message; polite and courteous
  - Planning & Organizing – structure work activities to maximize efficiency and effectiveness; highly organized; flexible
  - Achieve Goals – take initiative; act with sense of urgency to accomplish priorities
  - Multitasker-can withstand many interruptions and still stay on task with a positive attitude
- **Other Competencies:**
  - Proficient use with Microsoft Windows based computing environment and strong skills with Microsoft Office Suite and Microsoft Outlook
  - Exemplary oral and written skills
  - Ability to operate Office Equipment (Copier, DVD Replicator)
  - Experience using Microsoft Publisher (desired)
  - Experience with BrightWheel (desired)
  - Canva
  - Ability to maintain confidentiality
- **Prior experience:**
  - Associate's degree desired; any equal combination of education and experience may be considered
  - At least 5 years of office support experience (desired)
  - Proven ability to work independently with minimum supervision
  - Demonstrated experience and willingness to learn new skills