



6200 Burke Centre Parkway, Burke, VA 22015 • 703.250.6100 • www.burkeumc.org • bumc@burkeumc.org
Welcoming all to learn, celebrate, and share Christ's life-changing love!

Position Title: Children and Youth Discipleship Assistant

Reports To: Director of Children and Youth Discipleship

Directly Supervises: NA

Status: Part Time/15hours per week

FLSA: Exempt

Effective Date: July 2022

Job Summary: To assist the Director of Children and Youth Discipleship in execution of children and youth ministries at Burke UMC.

Essential Functions:

- Prep Sunday School materials.
- Prep Children's Church materials.
- Be available to work 2 Sunday mornings each month to provide staff leadership during Children's Church and Sunday School hour.
- Prep youth group materials.
- Prep materials for any additional children or youth opportunities.
- Add new families to church database and update contact information in database.
- Manages attendance groups in church database for all children and youth activities.
- In coordination with the Director of Children and Youth Discipleship prepare monthly newsletter.
- Maintains organized, welcoming, and supplied spaces for children and youth.

Other Responsibilities:

- Assists in planning major events throughout the year (VBS, Camp Mission Edge, etc).
- Assists in providing on-going communications with families.
- Assists Director in other tasks as necessary.

Minimum Qualifications:

- Candidates for this position must be self-motivated, able to both take direction and proactively assess what needs to be done. Candidates should have experience working with children and/or youth and must demonstrate a passion for providing children and youth discipleship opportunities.

Physical Requirements:

- Ability to lift 30 pounds, maneuver a loaded cart throughout the building

Core Competencies:

Helping Orientation: Exudes a natural sense of care for the well-being of others and attends to their needs in appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and communicates directly with relevant individuals.

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while attending to the smallest of details.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Personal resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.