



LAKE BURIEN PRESBYTERIAN CHURCH

Send resume to Travis Brown at travisbrown@lbpc.org

Job Description

Title:	Community Children's Program Assistant
Supervisor:	Trish Leaupepe
Hours:	Part-Time, 20 hours per week
Compensation:	\$23.00 - \$27.00 Hourly (Non-Exempt)
Benefits:	Medical, dental, vision, paid vacation and sick leave, paid holidays, 403b retirement
Revised:	December 2023

Position Summary

The Community Children's Program Assistant is responsible for helping to plan and implement engaging children's programs throughout the year.

Functions/Responsibilities

- Work collaboratively with volunteers and staff to provide excellent programming for children.
- Assist the Program Manager to lead the planning and implementation of the after-school program which includes academic mentoring, athletics, field trips, performing arts, homework assistance, and overnight camps.
- Assist the Program Manager to lead, plan, and implement all aspects of the summer program, which is an all-day camp for 8 weeks in the summer.
- Establish and maintain excellent relationships with staff, community partners, volunteers, children, parents, and families.
- Help administer records, reports, and incident logs daily.
- Responsible for following financial procedures of collecting money and tracking registration for all events.
- Ensure the safe use and stewardship of LBPC property, including all vehicles and equipment.
- Performs other related duties as required.

Required Skills and Qualities

- A love for elementary aged students and desire to share the LBPC mission.
- Sensitivity to cultural diversity is required.
- Ability to assess and help students move forward academically.



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- Consistent positive, friendly, and cooperative demeanor.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Ability to function well in a high-paced work environment.

Preferred:

- Elementary program/education experience.
- Bilingual/Bicultural/Biliterate.

Physical Requirements and Working Conditions

- Prolonged periods of standing and walking.
- Must be able to lift or carry up to 40 pounds.

Education/Training

- High School diploma or equivalent required
- Valid drivers license and clean driving record.
- Minimum age 25+ (to be added to insurance for driving).

About Us

The Gospel Fully Alive!

Lake Burien Presbyterian Church is an intergenerational, vibrant community that:

- **Encounters** God in all things.
- **Equips** people for leadership & service.
- **Welcomes** & engages community.
- **Pursues** biblical justice in the name of Christ.
- **Reflects** our diverse community.
- **Takes** risks on behalf of those who are marginalized.
- **Partners** with others toward community well-being.

Lake Burien Presbyterian Church is committed to employing a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, citizenship, marital status, age, disability, or veteran status.