

Employer: Church Universal and Triumphant  
Pillar: Community  
Team: Family and Youth

**JOB TITLE: Family and Youth Team Assistant**

**Reports to: Family and Youth Associate Director**

**Job Status: Hourly and Non-exempt (20-30 hours/week)**

**Benefits:** Eligibility for the employee Health Plan, life insurance, Paid Time Off benefit for vacation and sick leave, holidays, and 401(k). Additional information about these benefits is available from Human Resources.

**Legal Holidays Observed:** New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day.

**SUMMARY**

Assists to plan, develop, coordinate and conduct religious programs and retreats for children and teens, members of Church Universal and Triumphant. Researches and compiles spiritual guidance material appropriate for youth and young adults from the church's body of teaching for use on church web-sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES are as follows, additional duties may be assigned:**

- Assists in planning for Sunday school and leading Sunday school activities and lessons throughout the year as needed and during conferences.
- Assists in writing children's stories for services, Sunday school and other venues.
- Assists in all events and projects on campus relating to Family and Youth activities.
- Organizes, labels and inventories day Camp materials.
- Organizes, labels inventories Arts and Crafts materials.
- Organizes and supervises Bit Library.

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- Supervises upkeep of Parent-Coop.
- Plans and organizes content for Summer Day Camps and other camps throughout the year.
- Supervises Summer Day Camps for ages 3-12.
- Plans and organizes Preteen program for summer events.
- Assists in planning, organizing and developing SU recreation programs.
- Assists associate director in any needs of the hour related to Family and Youth.

## **QUALIFICATIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Work Experience**

Montessori teacher, (or similar experience and background), parent, organizational and writing skills are required. A good background in the teachings of the Ascended Masters and a basic understanding of church structure and operating procedures.

### **Knowledge, Skills, and Competencies**

Good with people and team work

Strong interpersonal and communication skills

Excellent coordinating skills

Effective relationship and mentoring skills

Ability to network, and to connect with youth and member participants

Ability to work as part of a team as well as independently

Teaching/training skills

Ability to learn new skills quickly, as needed

Experienced with the use of a personal computer, file management, use of e-mail communications, and basic business software programs such as Microsoft Office