



# ARMOUR HEIGHTS PRESBYTERIAN CHURCH

*Discover the vitality of faith*

105 WILSON AVE., TORONTO M5M 2Z9

416-485-4000 | [office@armourheights.org](mailto:office@armourheights.org) | [armourheights.org](http://armourheights.org)

## AHPC Christian Education Assistant:

### Job Description

10-15 hours per week

This role acts as an assistant to the Christian Education Coordinator or Associate Minister to provide help, support, and leadership in a variety of areas. While the the CE Coordinator/Associate Minister oversees and makes overall programming decisions related to children, youth and families, the CE Assistant is available to help shape and develop that programming, as well as deliver it.

### Qualifications & Skills

- Experience as a leader or volunteer with children and youth
- Ability to form relationships with children, youth, and their parents/caregivers
- A solid understanding of the Christian faith and comfortability with building and leading faith-based programming
- Good verbal and written communication skills
- Organizational and problem-solving abilities
- Someone with initiative, and able to work independently as well as with various programme teams or parents/caregivers
- Comfortability with learning to use email newsletter and web-building applications
- Knowledge of Armour Heights and its members and adherents would be an asset

### Overview of Role

- Connect weekly with CE Coordinator to plan lessons, events, and programmes
- Maintain a space for babies and toddlers for Sunday mornings
- Co-plan and teach Church School each Sunday with CE Coordinator or one of the Ministers
- Help build content for Children's Ministry and Youth webpages
- Prepare and stock pew packs for variety of ages
- Help plan and lead special children's camps (i.e.: PA Day Camps)

- Help plan and lead monthly programming for youth
- Help organize and execute youth service projects (i.e.: volunteering at EHM, Fall Fair)
- Work with CE Coordinator/minister to prepare and send out monthly e-newsletter to families with kids/teens
- Assist with seasonal tasks (i.e.: curriculum selection; summer Sunday School plans; Blessing of the Backpacks; Christmas pageant)
- Create posters or digital advertisements for upcoming children/youth/family events
- Perform other duties, as required (i.e.: updating bulletin boards, tidying supply cupboards, attending or leading special intergenerational events, etc.)

General Information:

- This role will be contracted for approximately 12 months to fill in for a maternity leave
- Sunday worship begins at 10:30am. CE Assistant will arrive to set up beforehand.
- Must provide an up-to-date Vulnerable Sector Police Check and stay in compliance with the Presbyterian Church's Leading with Care Policy
- Pay will be based on education and experience, but no less than \$20/hour
- Start date: mid-April 2024 (exact date to be mutually decided)

Interested candidates can send a resume to Rev. Rebecca Jess by April 1, 2024:

[rebecca@armourheights.org](mailto:rebecca@armourheights.org)

Questions? Contact Rebecca for more information.