



JOB DESCRIPTION

POSITION TITLE: HELPING HANDS ASSISTANT

REPORTS TO: HELPING HANDS COORDINATOR AND LEAD TEACHER

DEPARTMENT: ADULT DISCIPLESHIP/SPECIAL NEEDS MINISTRY

EXEMPTION STATUS: EXEMPT NON-EXEMPT (HR DETERMINES)

PAY GRADE: <<ENTER NUMERICAL >>

SUMMARY OF POSITION

This position is to provide educational ministry opportunities for the Helping Hands members and to assist the lead teacher with daily activities in the class and community.

ESSENTIAL JOB FUNCTIONS

1. Encourage a Christian environment in assisting with work tasks and job assignments.
2. Assist with classroom/community instruction and provide support and guidance to members.
3. Facilitate all work jobs until complete.
4. Maintain a supportive, safe and clean classroom environment.
5. Collaborate with the coordinator and ministry lead to monitor the development and progress of each member.
6. Work closely with the ministry lead and coordinator to identify issues with members and help to develop appropriate solutions.
7. Assist coordinator and ministry lead with extra activities such as family nights, Joni and Friends Camp, Christmas Party and other activities held for families of Helping Hands.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Required - High School degree
2. Required – First and CPR certification
3. Preferred - Experience with working with special needs and training in this area

KNOWLEDGE OR SKILL REQUIREMENTS

- Required - Be able to work with diverse situations dealing with special needs

- Required - Must have a good professional maturity and good communication skills, both verbal and written
- Required - Be a self-starter and attentive to details
- Required- Have a positive, empathetic and loving attitude
- Required – Have great collaboration and team work skills
- Required - Be able to respond effectively to sensitive situations that may occur within the classroom and in dealing with parents, staff, and the public
- Required - Applicant must be able to maintain confidentiality with sensitive ministry situations

PHYSICAL JOB REQUIREMENTS

The work hours are from 9:30am to 2:30m on Tuesday, Wednesday and Thursday. There *may* be a staff development and planning day one ½ day on a Monday to be determined by the coordinator. Participation in extra planned activities outside of the regular work hours will be required. In addition, the work includes, but is not limited to, walking, standing, bending, and carrying or moving some moderately heavy items at times.

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

Approved By

Date

Employee Signature

Date