

## Job Opportunity



## Competitive

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**Position:** Children's Ministry Preschool Assistant

**Job Vacancy Notice#:** RC-20-07

**Location:** The Rock Church – Children's Ministry

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Part-Time, Non-Exempt

**Opening Date:** 28 September 2007

**Closing Date:** Open Until Filled

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** To ensure all administration details of the Children's Ministry Preschool Department are completed. Maintain accurate volunteer information for preschool staff mass emails, mailers etc. Take responsibility for all communications to parents, staff, directors, and volunteers including parents welcome letter. Prepare weekly "need to know" information and agendas for meetings. Field all phone calls regarding general preschool information as well as guests requesting information. Oversee scheduling needs for Preschool portion of the Rock Children's Ministry including orientations, training meetings, coaches meetings and all leadership training meetings. Oversee administrative details for special events, including but not limited to, Baby Dedication and event promotion. Master calendar space, room set-up, dates and times for preschool meetings and activities. Maintain all preschool files.

**Work schedule:** Part-Time, 30 hours (M-F 9:00AM – 2:00PM, Sunday 9:00AM – 2:00PM).

**Qualifications & Requirements:** Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Pleasant, professional personality and appearance. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church. Ability to be firm but gracious in dealing with staff and ministry leaders. Strong organizational skills. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible writing skills. Proficient in MS Windows operating systems; Word, Outlook, Excel, PowerPoint and basic internet usage. Strong typing skills (55 wpm). Ability to work well under short deadlines, juggle multiple priorities recognize and respond to urgent requests, and quickly adjust to changing priorities. Self-motivated and flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of The Rock Church (or willing to transfer membership to The Rock Church).

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.