

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)  
CHILDREN'S SUNDAY SCHOOL MANAGER  
November 2022**

**Reports to:** Managing Director

**Supervisory Function:** Volunteer Assistants (1-3)

**Purpose:** Organize, oversee and teach children's Sunday school and bible study lessons. Provide childcare for ages 0-3. Enlist volunteers for the nursery and to assist teaching classes.

**Job Type:** Seasonal / Part Time 2-3 hours per week during 10-week CSA Church Services (mid-June – mid August) includes preparation and set-up

**Skill and Knowledge Requirements:**

- High school diploma or equivalent qualifications
- Minimum 2 years' experience in a similar role preferred
- Demonstrate in-depth bible knowledge and teaching abilities
- Excellent communication and interpersonal skills
- Experience working with young children
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff

**Essential Functions:**

- Develop lesson plans and lead children in Bible lessons and religious / educational activities. Take attendance
- Supervise, train and schedule the volunteers. Work with the Managing Director to recruit volunteers
- Acquire and organize supplies needed for class
- Ensure that classroom, tables and supplies are set up and all is arranged before the church service begins
- Accompany children from the church service at the Meeting House to the Assembly Building
- Ensure that no children leave Sunday School until the church is over and, in the case of the younger children, that they are picked up by an older member of their family
- Ensure that printed information regarding Sunday School is provided at registration and is also printed in the Sunday church bulletin
- Arrange for a substitute teacher should the need arise
- Serve as a resource for ideas to improve the effectiveness of the Sunday school

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand for periods of two hours or more.

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.