



Employment Qualifications:
Effective Date: June 2025
Revision Date: June 2025

Church Operations Policy Section: Part-Time
Policy: Church Employment
Employee Classification: Non-Exempt

POSITION: CLUB 3:30 LEAD TEACHER

Policy Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church. This job description is intentionally goal oriented and presents general qualifications as well as specific goals for a successful and productive employment relationship with church staff, the congregation, and the local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and the guidance of the Holy Spirit for strength for his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance will potentially be witnessed or heard about by countless persons, directly or indirectly, making it critically important that Christ's church be reflected in all he/she does.
4. Senses a purpose and call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Is skilled in general aspects of church program development, and management related to his/her ministry position.
6. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by senior staff leadership.
7. Has the ability and willingness to lead in a teamwork environment and can be tolerant of other's suggestions and approaches.
8. Is prepared for and open to advanced technology capabilities including, but not limited to, Automated Church Systems, and Microsoft Office Software.
9. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
10. Is prepared for multitasking and flexibility, surviving potentially stressful moments in stride, and for the request of intermittent irregularity in working schedule.



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Principal Function: Assist the ministry efforts of First Presbyterian Church Marietta (“FPCM”) in their after-school outreach program (a.k.a. “Club 3:30”) by supporting the internal administrative needs of the program.

Skill Requirements:

- Communicates clearly, concisely, and professionally with volunteers, church staff, and supervisor (oral and written communications).
- Demonstrates emotional intelligence and relational acumen. Treats all stakeholders (students, parents, volunteers, staff, church leadership) with kindness, respect, and tact.
- Fosters a healthy and harmonious ministry climate.
- Experience with Microsoft Office software (Excel, Word, Outlook) and familiarity (or willingness to learn within 6 months) Constant Contact and basics of the ACS Realm membership database.
- Ability to communicate effectively with people

Outline of Responsibilities:

To assist in supporting an effective, nurturing, and safe after-school program for local students (and their families as applicable) and to support the mission outreach programming of the church. To recruit, coordinate, and manage a pool of qualified volunteers under the supervision of the Club 3:30 Director. To serve as lead teacher for the K-2 classroom and to organize special initiatives or seasonal events (e.g. birthday gifts, Christmas)

Work Schedule: Part-Time, occasional nights and weekends. Schedule set and approved in consultation with the Club 3:30 Director. Typically, working hours will be 3:00pm-6:00pm, Monday-Thursday and 3:30-5:30, Friday.

(This role follows Marietta city school calendar and will be off during school breaks and school holidays)

General Duties

1. Schedules all volunteers. Attends annual volunteer orientations, documents volunteer participation in trainings in compliance with the church’s Child Protection Policies and any other trainings required. Inputs updated training dates into Realm in coordination with Congregational Care Coordinator.

2. Implements and maintains all records of student and volunteer attendance, volunteer hours, and ensures appropriate sign-in and sign-out procedures.
3. Recruits for the Guardian Angel Program; matches students with members of the congregation to provide a birthday present and a gift card at Christmas.
4. Supervises the K-2 or 3-5 Classroom as assigned by the Club 3:30 Director, and serves as lead teacher in that room. Organizes relevant resources for the K-2 or 3-5 room as provided in the classroom.
5. Acting when needed or requested, as backup for the Club 3:30 Director.
6. Participates as needed or requested in meetings with the Club 3:30 Director and Club 3:30 Advisory Committee. Participates in strategic planning of the Club 3:30 Ministry.
7. Supports, as time allows, Club 3:30 students and their families by participating in seasonal events (including but not limited to: Graduation, Christmas breakfast and Christmas shopping).
8. Works together, as time allows, working with the Director of Communications to support the presence of Club 3:30 on social media (e.g. Facebook, website, newsletter).
9. Engages with, prays for, and supports the spiritual growth of church families. Communicates across ministry areas and church staff to help families receive the support and care they need.
10. Maintains administrative records documenting volunteer compliance with protocols required by church leadership and/or government regulation, including but not limited to: Child Protection training and Public Health & Safety procedures.
11. Meets regularly with direct supervisors and relevant committees to report on program (operations, finances, volunteers, etc.), to gather input, and to garner stakeholder buy-in.
12. Plans ahead in all things (as possible), importantly including scheduled personal time away from work, for rest, refreshment, and continuing education.
13. All other responsibilities as assigned.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Club 3:30 Director
- Liaison to the Club 3:30 Committee and member of the Fellowship and Outreach Team
- Part-time, non-exempt position
- Compensation: \$21-\$22/hour
- Benefits: Applicable benefits per the current FPC Employee Handbook

Authorized: _____ Date: _____
 HR Committee Chair

 Fellowship and Outreach Council Chair

Verified: _____ Date: _____
 Associate Pastor, Fellowship and Outreach

Director of Administration

Date: _____

Club 3:30 Director

Date: _____

Club 3:30 Committee Chair

Date: _____

Acknowledged: _____
Club 3:30 Lead Teacher

Date: _____

Printed Name: _____

Date: _____