



Employment Qualifications: CLA  
Effective Date: June 2026  
Revision Date: June 2026

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

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**POSITION: CLUB 3:30 ASSISTANT**

**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. Has attained the minimum of a college degree or equivalent experience.
6. Is skilled in general aspects of church program development, and management related to his/her ministry position.
7. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by senior staff leadership.
8. Has the ability and willingness to lead in a teamwork environment and can be tolerant of other's suggestions and approaches.
9. Is prepared for and open to advanced technology capabilities including, but not limited to, Automated Church Systems, and Microsoft Office Software.
10. 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.
11. 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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**POSITION: CLUB 3:30 ASSISTANT**

Principal Function: Leads volunteer recruitment and staffing of young children's room in Club 3:30

**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.
- Ability to communicate effectively with people

**Outline of Responsibilities:**

Assists Club 3:30 Director and functions as point person in one of the classes. Supports the vision and guidance of church leadership.

Work Schedule: Part-Time, occasional nights and weekends. Schedule set and approved in consultation with the Club 3:30 Director and Associate Pastor of Fellowship & Outreach. Typically, working hours will be 3:30pm-6pm, Monday-Friday, not to exceed 15 hours per week.

General Duties

1. Supervises the K-2 or 3-5 classroom at Club 3:30
2. Acts as needed/requested as backup to Director of Club 3:30
3. Participates as needed in meetings with Director of Club 3:30 and the Club 3:30 Committee
4. Friday Fun Days Preparation: prepare crafts, games, etc. for students who come on Fridays
5. Wednesday Dinners: schedule volunteers to provide dinner each week; order dinner when needed
6. Daily Snacks: organize snacks, monitor expiration dates, etc
7. Daily Attendance: mark volunteer and student attendance
8. Birthdays: communicate with volunteers and child sponsors related to student birthdays

- 9. Special Events: assist in planning/organizing/executing special events (Halloween, Family Dinner, Las Posadas, Volunteer Tea, Summer Birthdays, Graduation)
- 10. All other responsibilities as assigned

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Club 3:30 Director
- Part-time, non-exempt position
- Compensation: \$18.00/hour
- Benefits: Applicable benefits per the current FPC Employee Handbook

Authorized: \_\_\_\_\_ Date: \_\_\_\_\_  
HR Committee Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Fellowship and Outreach Council Chair

Verified: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Pastor of Fellowship and Outreach

\_\_\_\_\_ Date: \_\_\_\_\_  
Director of Administration

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
Club 3:30 Lead Teacher

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_