

# Job Description for Happy English Corner (HEC) - Children's Assistant

## **Purpose of the HEC Children Assistant Position**

- The position of the Pittsburgh Chinese Church Oakland (PCCO) Happy English Corner Children's Assistant exists to share God's love with the children of the students/scholars who attend the Happy English Corner.
- The position of HEC Children's Assistant contributes to the vision and goals of the Happy English Corner by allowing students and scholars with children to attend the HEC.

## **Qualifications for the Position**

- Qualifications required:
  - Follower of Jesus Christ who is in general agreement with the PCCO statement of faith
  - Ability to help the Children's Teacher at least once a month on Tuesday nights from 6:45 pm to 8:45 pm
  - Ability to speak to children (~4-12 years old) in basic English (all assistants)
  - Ability to speak to children (~4-12 years old) in basic Mandarin (Mandarin assistant)
  - Not a PCCO full-time student (part-time and recent graduates ok)
  - Complete the four part background check (see Scot Myhr or Pastor Mike)
- Qualifications desired:
  - Ability to help more than once/month.
  - Previous experience working with young children

## **Key Accountabilities and Expected Results**

### Top 3 accountabilities of the position

- Provide a safe and enjoyable time for children to come while parents are in Happy English Corner
- Work well with Children's Teacher and other Children's Assistants
- Communicate regularly with HEC Children's Teacher leader about the needs of the children

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PCCO Statement of Faith: <http://PCCOakland.org/hec/files/>