

Job Description for Happy English Corner (HEC) - Setup Assistant

Purpose of the HEC Position

- The position of the HEC setup assistant exists to help set up the HEC classroom to allow the leader(s) to focus on welcoming students and deepening relationships with them

- It contributes to the vision and goals of the HEC by allowing the leader(s) to focus on relationships instead of set up tasks

Qualifications for the Position

- Qualifications required:
 - Willingness to serve according to Christian standards
 - Ability to arrive at 6:15 pm one (or more) Tuesday nights per month
 - Ability to set-up tables, chairs, materials and snacks (provided)
 - Ability to help once a month (or more)

- Qualifications desired:
 - Ability to help each Tuesday
 - Willingness to stay until 7:15

Key Accountabilities and Expected Results

Top 3 accountabilities of the position

- Set up registration table (name tags, registration sheets, etc.)
- Set up snacks, drinks, plates, cups, etc.
- Arrange tables, chairs & materials

Expected results (one hour each week)

- Have registration table set up by 6:30
- Have snacks, drinks, plates, cups, etc. set up by 6:35, refill before leaving at 7:15
- Have tables, chairs & materials arranged by 6:40

Contact: Scot & Sheryl Myhr

p: 412-450-0506

E-mail: PiZiBaoYingYuJiao@gmail.com, or HappyEnglishCornerPGH@gmail.com

<http://www.PCCOakland.org/hec>

Pittsburgh Chinese Church – Oakland
134 N. Dithridge St.
Pittsburgh, PA 15213