Early Childhood Room Assistant

Children & Family Ministry

Summary

The Early Childhood Room Assistant helps create a warm, safe, and engaging environment for children ages 5-7. Working alongside a facilitator, the Room Assistant provides classroom support through behavior guidance, hospitality, and practical help such as setup, clean-up, and transitions. This is an ideal position for someone who enjoys working with children in a faith-based setting and who brings patience, consistency, and care to their work.

Position Details

Title: Room Assistant
Reports To: Associate for Children & Family Ministry & CFM Formation Coordinator

Level: Program Support
Classification: Part-time W-2 Employee
Pay Rate: $25/hour
Hours: 2–4 hours per week, 40 weeks/year
Schedule: Sundays, 8:30–10:30 a.m. (with occasional additional hours for trainings or events)
Location: Saint Thomas Church, Fifth Avenue, New York, NY
Start Date: November 15, 2026

Key Responsibilities

Classroom Support

- Greet children and families as they arrive and assist with drop-off and dismissal.
- Support a calm, prayerful, and welcoming classroom atmosphere.
- Redirect child behavior with positive, respectful guidance.
- Assist children during transitions, activities, and group work.
- Handle restroom trips and one-on-one support as needed and in accordance with safeguarding policies.
- Help maintain safety and help children follow classroom expectations.

Setup & Clean-Up

- Assist with classroom preparation before children arrive (materials, chairs, name tags, etc.).
- Help organize supplies and tidy the room during and after the session.
- Support clean-up of materials and resetting the space each week.

Child Safety & Care

- Follow all safeguarding and child protection policies.
- Monitor classroom dynamics and communicate concerns to the Lead Teacher or CFM staff.
- Ensure children are supervised at all times.

Requirements

- Active spiritual life and Christian practice.
- Must pass a background check and complete safeguarding training.
- Reliable, punctual, and comfortable working with children ages 5-7.
- Warm, friendly, and confident with gentle behavior guidance.
- Able to follow instructions and collaborate on a ministry team.
- Physically able to move around the classroom, kneel at children's eye level, and assist with room setup.

Preferred Qualifications

- Experience working with children in church, school, or camp settings.
- Interest in faith formation, education, or child development.
- Patient, positive, and adaptable in dynamic environments.

Equal Opportunity Statement

Saint Thomas Church is an Equal Opportunity Employer. We welcome applicants of all backgrounds who support our mission to nurture children in the Christian faith.

If you are interested in applying or learning more please email Father Preston at PGonzalezGrissom@SaintThomasChurch.org.