



## **Children's Ministry Worker Job Description Christ Church Denver**

### **POSITION OVERVIEW**

Implements lessons for children who are at Christ Church Denver for church services and functions. Help provide a fun, safe educational environment for these children. Monitor and lead activities during the time allotted. Perform a variety of tasks such as running Sunday School program, feeding snacks and helping children with bathroom breaks and first aid needs that arise.

### **JOB TYPE**

Hourly, part time (non-exempt)

### **REPORTS TO**

Director of Children's Ministries

### **SALARY**

Min. Wage (\$14.77) - \$18.00, dependent upon education and experience

### **SCHEDULE**

Weekly – Sundays: 7:30 AM to Noon.

Also Christmas Eve, Easter Morning, Memorial Day and Labor Day mornings. May be asked to work one week of the summer for Vacation Bible School.

### **JOB SKILLS & QUALIFICATIONS**

Required:

- Minimum 18 years of age
- High school diploma or GED
- Ability to lift 30–40 lbs.
- Willingness to facilitate Christian lessons

Preferred:

- Previous experience in child or daycare
- CPR certification

Personal Qualifications:

- Christian character that reflects and embodies Christian values
- Service-oriented attitude of assisting and serving others
- Professional and pleasant attitude
- Teachable nature and humility balanced with confidence and assertiveness
- Ability to pass background checks
- Consistent team spirit

## PRIMARY RESPONSIBILITIES

- Prepare the classroom for the lesson being taught.
  - Put away items not needed
  - Prepare space for opening activities
  - Gather materials for activities and snacks and put them in the classroom prior to children arriving.
- Help children engage in activities (tasks and games and crafts) so transition to the classroom from parents will be peaceful and less stressful for the child and parent.
- Supervise and lead children in all activities, including play time, game/craft, song, reading of Bible story, prayer and snack time.
  - Help prepare children for snack times following hygiene and safety protocols, and assist others on staff in handing out food and beverage items. Lead the children in the cleanup of trays, cups and the eating area after every meal.
  - When playing outside, put play equipment away and follow hygiene protocols for returning to the classroom.
  - When taking a child to special events, i.e. baptism, Epiphany pageant, communion, discuss parental preference for picking up a child or having a child engage in the event. Child must be under staff supervision or parental supervision at all times.
- Assist children in learning to work together through a variety of interactive games and activities designed to encourage cooperation. Assist in successfully resolving conflicts and problems, as they arise.
  - Redirect behavior when needed; encourage playing together and sharing toys/activities, redirect attention vs. saying 'No/Stop'. Encourage cooperation at all times.
- Change diapers and change clothing when needed.
- Clean the classroom;
  - Sanitize surfaces, toys and play equipment.
  - Vacuum/sweep the floor.
  - Take trash to the dumpster in the south parking lot.
- During parent pick-up, help children gather their things, inform parents of how the time in your care went (diaper change, bathroom usage, what was talked about in class).
- Collaborate and communicate with parents, children and colleagues with integrity, professionalism and honesty.
- Participate in updating and staying current in Safeguarding God's Children and First/Aid/CPR training.
- Participate in an annual performance review and self-evaluation.
- Familiar with all required drill procedures.
- Record attendance of children and parent contact information.
- Adhere to church policies regarding the facility and its use.
- Complete other jobs and duties as assigned by the Director of Children's Ministry.