

JOB DESCRIPTION

Position Title	Kingdom Kids Age Group Leader
Position Reports to:	Women's Ministry Coordinator
Department:	Women's Ministry
Schedule (may vary)	Average 10-15 hours per week for 10-11 weeks during Winter, Fall, Spring
Rate/Salary (optional to post)	

General Description

- Leads a particular age group of children and its volunteers during the Kingdom Kids program whose goal is to provide a safe place where children are nurtured and disciplined, giving moms the opportunity to participate in Women's Bible study.

Specific Duties and Responsibilities

- Classroom
 - Makes sure that assigned classroom for age group is neat, clean, and set up before parents & children arrive
 - Stocks classroom with necessary resources to complete program schedule
 - Notifies Kingdom Kids Coordinator if supplies are needed or toys need to be replaced
 - Responsible for disinfecting toys at end of program and storing the way were found
 - May need to take home items to wash
- Volunteers
 - Reviews age-appropriate NCCC Childcare standards with volunteers
 - Promotes interaction and relationship between volunteers and children
 - Gives volunteers direction as needed regarding age-appropriate play and discipline
 - Organizes and utilizes volunteers to meet program needs especially at drop off and pick up
 - Requires volunteers to wear lanyard/name badge throughout entire program
- During Program
 - Using provided roll call sheet, makes sure each child has been checked in and has a name tag
 - Works with parents to provide a smooth transition for children entering the classroom
 - Carries out drop-off and pick-up activities to keep kids busy and organized
 - Always sure of number of children in class, periodically recounting especially before and after going in and out of room
 - Follows the schedule set for the classroom to include Bible story, craft, outdoors, potty breaks, diaper changes, hand washing, snack, etc.
 - If necessary, directs volunteers during program who may not understand their role
 - Abides by, and makes sure volunteers abide by NCCC Childcare standards to include ratios, wellness policy, first aid, etc.
 - Must be able to stay from beginning to end of session
- Misc Prep
 - Work with the Coordinator to help plan and prepare each weeks crafts and activities

- Read over the curriculum provided to prepare a lesson plan for the following week
- Plan out each weeks Bible lesson related activity to coincide with that week's lesson
- Work with the Coordinator to create a schedule that works best for each age group that includes: Worship time, Bible lesson, craft time, outdoor activity, snack
- Work with the Coordinator to plan out a weekly theme for the kids to participate in (pajama day, crazy hair day,)

Knowledge Skills Required for the Job

- Biblical principals related to the importance, value, and uniqueness of children
- The developmental milestones of children aged infant to 5 years old
- Age-appropriate child care, play, and activities
- State laws and ratios regarding childcare

Desirable Qualifications

- Prays, studies God's Word, fellowships with other believers, and continually develops their own faith
- A heart to love children like Jesus did and serve Him through caring for "these little ones" who the Kingdom of Heaven belongs to
- Filled with patience and grace for children and adults alike
- Ability to connect with children and see the world from their point of view
- Experience working with groups of children and volunteers
- Discernment for what is working and what is not working in the Kingdom Kids program
- Neat, organized, and systematic in orchestrating the program, but flexible

Personal Relations

- Must be able to work well with a large spectrum of personalities
- Presents direction and ideas to children in a way that they can understand
- Uses age-appropriate relational tools for difficult behavior
- Ability to see the classroom setting and find ways to engage volunteers and children to meet the program goals
- Motivational and thankful towards Kingdom Kids volunteers & team
- Can communicate the need for improvement clearly, but in a way that builds up the staff/volunteer
- Can accept criticism from parents without harboring resentment

Work Environment

- On site at NCCC in designated classroom and outdoor areas
- Classroom with young children and adult/youth volunteers
- Lots of noise, children, and adults is to be expected

Minimum Qualifications Required

- Agreement with NCCC's statement of faith, values, and purpose
- A personal relationship with the Lord Jesus Christ
- Personal experience of the power of the Holy Spirit
- A love and understanding of children

Physical Requirements

- This position requires several hours on your feet. Must be able to walk around campus, get up and down from the floor, lift lightweight objects, set up and take down classroom, hold small children, change diapers, and other physical demands that come with caring for children.
- Standing (all shift)
- Bending (frequently)
- Twisting and lifting (frequently)
- Stairs (occasionally)
- Walking (all shift)
- Telephone - (receive and dial calls)
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 30 pounds)
- Seeing (all shift)