

Magnolia Church

Job Description

PAID Program Leaders

JOB PURPOSE:

The Paid Program Leader will lead kids ministry programs and provide care for children from 4 months old to those in 6th grade, creating a loving, safe, and clean environment while facilitating an enjoyable experience as they learn more about Jesus.

GENERAL EXPECTATIONS:

- Engages in personal spiritual disciplines seeking to be an authentic follower of Jesus Christ.
- Attends worship services on a regular basis.
- Adheres to church policies and procedures.
- Reflects a professional image and church standards through dependability, appearance and attitude.

RESPONSIBILITIES:

- Arrive to the classroom 15 minutes prior to event.
- Greet parents & children with friendly enthusiasm.
- Ensure all children are checked in, name labels in check in book.
- Calm any upset children in a grace filled way.
- Change diapers for kids younger than 2 years old (females only)
- Implement a simple program including a brief Bible story and crafts, in addition to free play and small group activities.
- Model loving and appropriate behavior for children.
- Check out kids by matching the claim ticket with their name tag.
- Once the children are gone, restore the room to how it was when you arrived. Remove any diapers to an outside trashcan. Turn off the TV, light, and shut the door.
- If any children are left in the room 15 minutes after programs have ended, call one of the MagKIDS Staff. If they are old enough, walk them to the C check in area.
- Create a positive environment by knowing and properly following MagKIDS guidelines.
- Actively supervise children whether on the playground or in the program room.
- Work respectfully and cooperatively with other childcare workers.

REQUIREMENTS:

- Enjoy and have some experience working with children.
- Be at least 18 years old.
- Be available for work on Wednesday evenings from August to May. Other hours may be offered from time to time.
- Be physically able to interact with children.

This is a part-time position with varying hours and reports to the Kids & Family Minister.