

Early Childhood Assistant

Job Description



Position Purpose & Job Description

This position helps the Children's Ministry Director organize volunteers of the church around the spiritual care and nurture of children by watching over the Early Childhood ministry during Sunday morning services, greeting parents, welcoming kids, assisting volunteers, and monitoring the smooth operation of the Sunday program. Through creativity, care, and fun we want to build a heart for Christ in kids.

At present we are looking to fill this position with job sharing between two individuals who split the role every other week.

The responsibilities of the Early Childhood Assistant are:

Part 1 – Set Up & Tear Down: To arrive early enough to make sure all supplies for the week are in place and ready for volunteers to use. To turn on and test check-in stations. To check the cleanliness and safety of the rooms and rectify any problems which may have arisen during the week. Afterward, to shut down and put away all technology and supplies.

Part 2* – Be a welcoming consistent presence: Welcome all volunteers as they arrive. Make sure they understand their role for the morning. Welcome families as they arrive (especially new families), guiding them through the check-in procedure and ensuring their child will be well cared for!

Part 3* – Monitor for safety and solve problems: Watch over Early Childhood, making sure: childcare procedures are followed; ministry supplies and technology is functioning; and volunteer-to-child ratios are being met. Solve any problems you can or find and inform the Children's Ministry Director if there is something you are not able to solve.

Part 4 - Communicate with the Children's Director: Share changes that need to be made or problems that need to be solved. Share information about families that would be pertinent to the overall shepherding of the Kindling family community.

*Part 2 and 3 are roles that Volunteer Directors are also trained to do. When volunteers are present for this role on a Sunday morning, you may go into on-call mode, meaning it is okay to be involved as a congregant in Sunday morning services. Should questions arise or help be needed that week-to-week volunteers cannot handle, you should be available to be present in the Kindling area and help with a solution. When Volunteer Directors are not available to serve, you would fill this position.

Terms of Employment

Employment Start Date: Immediately

Hours: Part-Time, approximately 5 Hours a Week (or every other week if job sharing)

The Early Childhood Assistant is a part time, salaried position. Required work hours are outlined below. (The Early Childhood Assistant is strongly encouraged to watch the weekly recording of the livestream to stay current with church teaching, vision, and announcements.

- One hour weekly meeting with Children’s Ministry Director for instructions for the coming weeks.
- Sunday 8am-12:30pm (for Sunday services) Note, this position will only be able to attend worship services if:
 - (A) A quality team of volunteers is recruited to cover some of the weeks
 - (B) Two or more individuals are hired for this position, dividing the labor and hours.

Salary: \$3,900 annually (or \$1,950 if job sharing)

APPLY for this position by sending your resume with cover letter to garrettl@lakelandcommunity.org