



Job Description: Children's Ministry Coordinator / Lead Teacher

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Full-Time Hourly: Min: 36 hrs per week (Mon – Fri, extended hours Thursday evenings may be required)

Reports To: Life Skills Director of Programming

Summary:

Our Children's Ministry Coordinator / Lead Teacher will be a hands-on gospel minded person who not only has experience working with pre-k children, but has a desire to work with and serve at risk women and children living in urban areas. He or she should enjoy working in a highly dynamic setting where adaptability and flexibility are crucial. The right candidate will be a compassionate, capable, self-starter who will act as the lead teacher as well as the department coordinator for our children's department at BsideU for Life.

Responsibilities:

- Act as the Children's Ministry Coordinator / Lead Teacher on a daily basis.
- Provide hands-on leadership within the children's ministry department by creating a safe, nurturing, and educational environment for pre-k children.
- Be present and active with the children during all daily child care activities - generally three hours per day.
- Identify (or develop), implement, and teach biblically-based programs for the children's ministry department.
- Train and oversee children's ministry workers as well as volunteers; encourage commitment and retention in a team-work environment.
- Work in cooperation with ministry leadership to develop, maintain, review and update programs and procedures as needed.
- Insure daily operational and security guidelines for children's area are being followed.
- Keep the Children's Ministry area clean and sanitized - implement a daily cleaning check list as well as a deep cleaning schedule for the area.
- Keep accurate records; including number of children participating in daily activities, staff performance, volunteer attendance, as well as measuring and reporting any agreed upon KPI's (key performance indicators) that might help us better plan and strategize.
- Be a fully engaged and present participant in Life Skills team meetings, devotions, client care meetings, and prayer.

Qualifications:

- Has leadership experience working with and/or teaching pre-k children.
- Is a hands-on, self-starter with excellent communication and leadership skills.
- Is dependable, stable, and capable of managing a team of paid as well as volunteer workers.



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- Is compassionate towards and has a sincere desire to reach out to women seeking the services provided at BsideU for Life.
- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion and respects confidentiality.
- Expresses full agreement with BsideU for Life's statement of Faith and Mission Statement and will comply with the policies and procedures thereof.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

____/____/____
Date