



Position Title: Woodmen Kids Division Leader
Hours/week: 5-10 hours per week – weekend hours
Reports To: Woodmen Kids leadership at assigned campus
Classification: Hourly/non-exempt
Pay Range: \$14.50/hour
Benefits: sick time at the rate of 1 hour for every 30 hours worked

PRIMARY RESPONSIBILITIES:

- Reads and is familiar with the weekly email; reads and studies weekly lesson
- Arrives at least one hour before the service/event, clocks in, puts on nametag, signs in and calls the hotline to check for messages; records all messages
- Opens the tech room, turns on tech equipment, checks that techs have all they need and the computers are up and opened in the appropriate places
- Sets up the classrooms, MP sign-in table and Greeter's Desk
- Ensures the rooms are stocked with the necessary supplies and set-up procedures are complete; makes sure supplies from the crate are placed back in the crate at the end of the service; ensures cabinets are stocked with basic supplies
- Mixes one bottle of bleach solution and stores in resource room; once service is over and rooms are clean, sprays down tables, chairs, doorknobs, light switches and any other area the kids may have touched
- Works with the Woodmen Kids Lead to ensure all classrooms are covered
- Trains MPs to teach/assist with curriculum; steps in to teach in a classroom in the event of staffing issues/MP illnesses, etc.
- Ensures all MPs are signed in and wearing a nametag
- Makes sure allergy signs are posted if lesson has food items or is using Playdough or any other allergen
- Is available; rotates through classrooms assisting teachers, comforting children, handling behavior problems
- Ensures the classroom rotations run on schedule from class to large group worship
- Alerts parents of inconsolable or problem children and handles situations as they arise
- Completes all paperwork and returns it to the office
- Returns all crates to the proper storage area
- Ensures all rooms are properly closed
- Prays for the children, families and children's program; prays for the ministry and seeks ways to better serve new families, children and MPs
- Maintains both short- and long-range program goals within the scope and sequence requirements of Woodmen; has an understanding, acceptance and ability to enforce the information in the Woodmen Kids Policies and Procedures
- Completes and assists with other tasks as required

Commitment:

- 1 or 2 weekend service times as scheduled
- Attends meetings and trainings as required
- DLs are asked to serve a minimum of two services on Christmas Eve and Easter (paid)
- Your ministry lead must approve time off; shifts may be traded with another DL – please notify your team lead of these instances for tracking purposes
- Check email messages on weekends for emergency callouts

Meetings and Training Opportunities:

- Mandatory Team Meetings (paid). Childcare is provided but you must call 388.5002 48 hours in advance to register your kids. You will be notified of day changes due to school breaks/holidays.
- Mandatory Bi-yearly Trainings (paid) – you will be asked to help with set-up or clean-up. Childcare is provided (see previous bullet)
- Training in Policy and Procedures and Curriculum prior to serving
- Trainings throughout the year
- First Aid and CPR

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Experience working with children and interacting with staff/children/parents/volunteers
4. Excellent administrative skills
5. Computer skills with proficiency in Microsoft Word software, Outlook, Mac
6. Gifts of teaching, leadership, hospitality, encouragement, administration
7. Great people skills and the ability to handle last minute changes
8. Ability to lead large groups
9. Available on weekends
10. Successful completion of background screening (Ministry Safe training and quiz, Colorado Background Investigation (CBI) and Sexual Misconduct Policy (SMP))