



Position Title: Woodmen Kids Teacher
Hours/week: 2-20 hours per week; mid-week hours
Reports To: Woodmen Kids Childcare Coordinator
Classification: Hourly/non-exempt
Pay Range: \$14.00/hour
Benefits: sick time at the rate of 1 hour for every 30 hours worked

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

- Has an understanding, acceptance and ability to enforce information in the policies and procedures
- **Reads regular email** for curriculum/ministry updates; prepares/prays about lesson prior to event/service
- Regularly prays for the children
- Is in Huddle Time Room 30 minutes before the event/service
- Stows phone away for the entire shift unless it is needed for an emergency
- Reports any signs of abuse or risky behavior to the Woodmen Kids staff on duty
- Reports any injuries to the Woodmen Kids staff on duty and completes "Incident Report" paperwork; notifies parent/guardian upon pick up and has them sign and keep a copy of the Incident Report.
- Females over 16 years of age may change diapers and assist with restroom duties, as needed (diaper changing procedures are posted)
- Arrival of Children:
 - Teachers 18 years or older welcome children at the door 15 minutes prior to event
 - Ensures parents/guardians have labeled all belongings
 - Checks with parents/guardians as they drop off their children re allergies (see sign posted at the door)
 - Partners with parents as their children transition into the classroom
 - Has fun and connects with the children: models activities for the kids; asks open-ended questions; removes activities when appropriate conduct is not displayed
- Departure of Children:
 - As parents/guardians return, one teacher (18 years and older) at the classroom door
 - After the shift:
 - Places toys on towel on tables and sprays with sanitizing solution
 - Returns all classroom activities to crate

4s through K Large Group *(All activities done by the Small Group Leader in classroom of 3-year-olds and under)*

- Participates with Large Group; helps children engage with large group activities

Classroom Small Group

- Involves Assistants in activities
- Shepherds children through open-ended questions about the story and biblical truth in curriculum provided
- When playground time is scheduled: carefully monitors activities when children are outside, keeping safety in mind at all times
- When snack is scheduled:
 - Prepares by spraying table with sanitizing solution - waits two minutes and dries with paper towel

- Has children wash their hands at the sink/use hand washing solution
- Double checks for allergies on the Roster Sheet and child's nametag before serving snack
- Prays with children/allows them opportunity to pray too
- Creates a remembrance for the children and their experience
- Blesses children before they leave

Commitment:

- Completes Ministry Partner processing prior to working (updated every 2 years)
- Weekly: average 2 – 20 hours/week
- Serving: September through August preferred
- Attend scheduled trainings

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. Ability to open the Bible to children and have them walk away with biblical truths
4. Desire to make church a fun, safe place giving children every opportunity to have a solid foundation and receive Jesus as their personal Lord and Savior
5. Realize the Holy Spirit is God's chosen teacher - He is the One who makes spiritual growth and formation happen when and as He chooses; our role as teachers is to create space for the Holy Spirit to meet with our children.
6. Successful completion of background screening (Ministry Safe training and quiz, Colorado Background Investigation (CBI) and Sexual Misconduct Policy (SMP))

Statement of Acknowledgement and Understanding

Please detach and return to the Woodmen Kids Childcare Coordinator

- I have received the duties listed in my position, and I agree to fulfill these duties. I understand that I may choose to end my employment at any time and will strive to give at least a two week notice.
- I understand that if I am scheduled for a shift and there are not enough children for me to work as a Childcare Teacher, I may be sent home and paid for 1 hour for reporting for my shift unless I choose to stay and work completing other tasks to further the ministry of Woodmen Valley Chapel.
- I will stow my phone away for the entire shift I work unless it is needed for an emergency.

Staff Member or Volunteer's Printed Name _____ Date _____

Staff Member or Volunteer's Signed Name _____ Date _____

Parent Signature (for those under 18 years of age) _____ Date _____