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**Position Title:** Woodmen Heights Early Childhood Division Leader  
**Hours/week:** part-time Saturday night (approx. 5-10 hours/week)  
**Reports To:** Woodmen Heights Early Childhood Leader

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**PRIMARY RESPONSIBILITIES:**

- Reads and is familiar with the weekly email and curriculum
- Arrives two hours prior to Saturday night service/event and performs “Set Up” Repeatable Routine along with Early Childhood Coordinator or designated staff
- Ensures all MPs are signed in and wearing a nametag
- Participates in Huddle Time
- Trains new MPs on site; teaches class while they observe and participate
- Rotates through classrooms assisting teachers, comforting children, changing diapers, handling behavior problems, alerting parents as necessary, teaching in the event of a last-minute absence, etc.
- Ensures classroom rotations run on schedule
- Ensures all rooms are properly closed – CD players are turned off, graham crackers are stored and containers wiped off, toys sanitized, etc.
- Performs “During Services” and “Take Down” Repeatable Routines accordingly
- Prays for the children and their families and Children’s Ministries
- Maintains both short- and long-range program goals within the scope and sequence requirements of WVC; has an understanding, acceptance and ability to enforce the information in the Children’s Crew Guidebook
- 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
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### **SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, contributes time and tithes and adheres to Woodmen's Statement of Faith and 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. Successful completion of background screening (Ministry Safe training and quiz, Colorado Background Investigation (CBI) and Sexual Misconduct Policy (SMP))