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**Position Title:** Woodmen Heights (WH) Early Childhood Teacher

**Hours/week:** part-time during the week (approx. 2-20 hours/week)

**Reports To:** Woodmen Kids leadership at WH

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**PRIMARY RESPONSIBILITIES:**

- Have an understanding, acceptance and ability to enforce information in the policies and procedures
- Read regular email for curriculum/ministry updates; prepare/pray about lesson prior to event/service
- Regularly pray for the children
- Be in Huddle Time Room 30 minutes before the event/service
- Report any unusual signs of abuse or risky behavior to the Woodmen Kids staff on duty
- Report any injuries to the Woodmen Kids staff on duty and complete “Incident Report” paperwork. Notify parent upon pick up and have them sign and keep a copy of the Incident Report.
- Females over 18 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
  - Ensure parents/guardians have labeled all belongings
  - If there are any allergens in the day’s lesson, be sure to check with parents as they drop off their children. A sign will be posted at the door
  - Partner with the parents as their children transition into the classroom where they will explore the mysteries of God within the faith community. The activities during this time will spark curiosity and engage the children before revealing the whole story.
  - Have fun and connect with the children. Model the activities for the kids. Ask open-ended questions. Remove activities when appropriate conduct is not displayed
- Departure of Children:
  - As parents/guardians return, one teacher (18 years and older) at the classroom door
  - Before leaving after the 6, 11 and other events:
    - Place toys on towel on tables and spray with sanitizing solution
    - In Infant/Crawler room return toys to service labeled bin for sanitizing after the 9am service
    - Return 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)*

- Participate with Large Group. Help children engage with large group activities so they can connect with God and respond through the power of the Holy Spirit.

**Classroom Small Group**

- Involve Assistants and Leaders in Training (LITs) in activities
- Shepherd children through open-ended questions about the story and biblical truth as you continue with the curriculum provided
- When playground time is scheduled: carefully monitor activities when children are outside, keeping safety in mind at all times
- When snack is scheduled:

- Prepare for snack by spraying table with sanitizing solution. Wait two minutes and dry with paper towel.
- Have children wash their hands at the sink or use hand washing solution with an individual paper towel per child.
- Double check for allergies on the Roster Sheet and child's nametag before serving snack.
- Pray with children and allow them opportunity to pray too
- Create a remembrance for the children and their experience
- Bless children before they leave. A blessing may be a prayer of commission, a portion of Scripture, or words to encourage and guide.

**Commitment:**

- Complete the Ministry Partner process prior to serving (updated every 2 years)
- Weekly: average 2 – 20 hours/week
- Serving: September through August preferred
- Attend scheduled trainings

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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. 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))