Position Title:	Woodmen Kids Division Leader
Hours/week:	part-time (approximately 5-10 hours/week)
Reports To:	Monument Kids Director
Classification:	non-exempt
Ray Range:	$17.00 per hour
Benefits:	sick leave earned at 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:

- Reads and is familiar with weekly email; reads and studies weekly lesson
- Arrives at least one hour before service/event, clocks in, puts on nametag, checks in
- Helps set up classrooms, Greeter Desk, Large Group room and any other space being utilized for the weekend service
- Turns on tech system and ensures lesson PowerPoint is ready for Large Group
- Ensures rooms are stocked with the necessary supplies and set-up procedures are complete
- Assists with cleaning procedures in all classrooms and frequently used areas
- Works with the Campus Kids Coordinator to ensure all classrooms have Ministry Partners (MPs)
- 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
- Helps as a greeter by checking in kids on the iPad and following New Family Process
- Makes sure allergy signs are posted if lesson has food items
- Ensures the classroom rotations run on schedule
- Is available to assist teachers, comfort children, and handle behavior challenges
- Alerts parents of any challenging behaviors and handles situations as they arise
- Assists with new family process, attendance and any other administrative tasks assigned
- Ensures all supplies and curriculum folders are returned to Resource Room at end of service
- Ensures all rooms are properly cleaned and closed at end of service
- Runs weekend service independently when Campus Kids Coordinator is off
- Prays for 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
- Serve a minimum of two services on Christmas Eve and Easter (paid)
- The Campus Kids Coordinator must approve time off; provide 2-3 weeks' notice
- Checks email and text messages on weekends for emergency callouts

Meetings and Training Opportunities:

- Occasional Mandatory Team Meetings or Trainings (paid)
- Training in Policy and Procedures and Curriculum prior to serving
- Trainings throughout the year
- First Aid and CPR

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

- An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
- 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.
- Experience working with children and interacting with staff/children/parents/volunteers
- Excellent administrative skills
- Computer skills with proficiency in Microsoft Word software, Outlook, Mac
- Gifts of teaching, leadership, hospitality, encouragement, administration
- Great people skills and the ability to handle last minute changes
- Ability to lead a large group of children and leaders
- Successful completion of background screening (Ministry Safe training and quiz, Colorado Background Investigation (CBI) and Sexual Misconduct Policy (SMP))