

EARLY CHILDHOOD LEAD TEACHER – JOB DESCRIPTION

Classification: Part Time - Non-Exempt

Reports To: Early Childhood Supervisor

JOB DESCRIPTION

The Lead Teacher is accountable for supervising the ministry of children (infants through kindergarten) during weekend services and all children during childcare events. The role of the Lead Teacher is to follow the direction of the Early Childhood Supervisor in the implementation of the vision and mission of the church in context of the ministry. The Lead Teacher will be in charge of executing weekend services and childcare events as scheduled.

RESPONSIBILITIES AND DUTIES

Early Childhood Ministry

- Provides excellent service to guests and participants of Summit Kids ministry
- Offers check in services to families with children
- Supervises and supports staff and volunteer needs during ministry events
- Maintains order and discipline within the operation of the ministry
- Provides supervision of ministry operations including opening and closing procedures and ensuring classrooms are prepared for ministry
- Reporting of incidents to the Assistant Children’s Pastor and parents
- Ensures that all guidelines set forth in the Employee Handbook and ministry SOPs are followed
- Attends all ministry meetings and trainings

Ministry Events

- Promotes and participates in Children’s Ministry events including but not limited to VBS, Chosen, community events, holiday services and camp

Ministry Support

- Performs administrative or support tasks as assigned to support ministry operations

COMPETENCIES

- Analytical Skills Required: must look at a lot of different information and prioritize tasks based on time constraints and order of importance while following a schedule
- Communication Skills Required: must be able to clearly explain in layman’s terms both verbal, in writing and via email
- Time Management Skills Required: Prioritizing task when working independently but always adhering to the schedule set by oversight
- Must have the aptitude to learn Church Management Software

- Must be able to work independently with little or no supervision as some shifts are covered without additional leadership present
- The ability to lead, uplift, and motivate the team
- Organizational Skills
- Excellent Customer Service

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a part-time position between 10-15 hours per week depending on scheduled work shifts/services. Main hours of work and days are generally Sunday 8:00 AM-1:00 PM, there are also weekday shifts. Additional shifts required for childcare events. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

- This job operates in a professional office environment and in a classroom environment.
- Subject to both inside and outside environmental conditions.
- Subject to excessive noise, there may be noise to cause the worker to raise their voice in order to be heard above ambient noise level.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to ascend and descend staircases
- Ability to lift up to 50 pounds, including the lifting of children
- Regularly position self to bend, stoop, kneel, squat or crouch
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in a stationary (sitting or standing) position for an extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Express and exchange ideas by means of spoken word
- Ability to receive detailed information through oral communication, and to make the discriminations in sound

- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen/Reading written documents

TRAVEL

- No travel is expected for this position

REQUIRED EDUCATION AND EXPERIENCE

- Must pass background and/or reference check

PREFERRED EDUCATION AND EXPERIENCE

- Basic knowledge of computer operation and software
- Experience working with curriculum
- Experience supervising other staff or volunteers
- Experience working for or with non-profit organizations or ministry

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must be eligible to work in the US

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.