

Classroom Leader for Nursery & Childcare Ministry
Kids' Connection
St. Paul's United Methodist Church

Reports to: Director of Children and Family Ministry

Effective:

Supervision: Infants, toddlers and children in a classroom setting (3 months old – 6th Grade)

Status: Part time (4-12 hours/month)

FLSA: Non-exempt

Job Summary

The Classroom Leader will implement a comprehensive approach to Nursery and Childcare Ministry that encourages children 3 months old through 6th grade to grow in discipleship, as identified in our Discipleship Pathway (Love, Seek and Serve). The Classroom Leader provides a structured classroom setting to invest in the spiritual lives of children. The Classroom Leader is responsible for actively engaging children in learning activities such as Bible lessons, arts and crafts, and music time. Childcare is provided for parents who are attending worship services and small groups or events at St. Paul's UMC. The Classroom Leader is responsible for the Nursery and Toddler Room on Sunday mornings. If no children are present in the Nursery or Toddler room during those hours, the Classroom Leader will be required to assist in other ways as needed. During hours outside of worship services, Classroom Leaders may be responsible for children anywhere from 3 months old through 6th grade, depending on the need for childcare.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exemplify the church's values
- Be responsible and reliable
- Work independently, with little supervision
- Ability to work with different co-workers' personalities in a classroom setting
- Excellent verbal communication skills
- Connect with and work well with children of all ages
- Have a friendly customer service attitude
- Have an organized mindset
- Possess the ability to successfully execute job responsibilities in a fast-paced classroom setting

Essential Functions

- Work a minimum schedule of 4 hours/month to include Sunday mornings and/or midweek events.
- Available to work during special events as needed, which would be communicated in advance

- Provide safety and supervision of children
- Participate with children in age appropriate activities and lessons
- Current certification in Safe Gatherings training, or ability to become certified immediately
- Proof of COVID-19 vaccine
- First Aid and CPR certification for children and infants
- Attend 2 Staff Development Team Meetings per year
- Communicate regularly with the parents, co-workers, and coordinators in a positive way

Statement of Equal Opportunity and Nondiscrimination: St. Paul's UMC is committed to equal opportunity and non-discrimination in all employment, programs, and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.