

Kid Life Job Descriptions

Nursery /Toddler (0-2 years old)

Be Prepared:

- Pray & prepare yourself for serving prior to Sunday.
- It is very important that you arrive 30 minutes before your scheduled time
 - **8:45** for 9:15 service
 - **10:30** for 11:00 service.
- Wear Kid Life t-shirt

Be Responsible

- Responsibilities include playing with the children or directing their play, reading to them, praying for each child, and exhibiting Christ-like patience and love.
- Cut lights & music on before families arrive.
 - This supports a healthy transition for young kids.
 - Remote is velcroed on the back of TV
- **Be present with and for the kids! Refrain from using your phone when serving.**
- Be Polite, friendly, and courteous to all children, parents, and volunteers.
- Ask the parent at drop-off . "Is there anything we need to know?"
- Take notice if a child has any **allergies** noted on their name badge sticker.
- Nursery Only - No shoes allowed on tummy time mat.
 - Socks provided - please leave in the laundry bin.
- **No child should ever go home soiled.**
 - Check diapers 15 minutes before service ends
 - Follow posted diaper-changing procedures posted in the room.
 - Escort toddlers that are potty training to the toddler potty.
- Never leave a child unattended.
- Contact the Hall Director via Walkie Talkie if you need any assistance.
- If an accident occurs with a child, volunteers must fill out the accident form. Usually hanging on the wall beside the door. Volunteers must discuss the form to the parent upon arrival.

Toddler Only

- Read - Study - Pray prior to Sunday!
- *****Lessons can be accessed through the "Toddler" group via Church Center app.*****
- Follow the class schedule posted in class.
- Choose activities for the kids.

Kid Life Job Descriptions

- Avoid having all toys out at the same time. This creates overstimulation & is a tripping hazard for all in the room.

Be a Light

Early Childhood is the best time to build a God-centered worldview for children.

- **For infants** you can still add "real" truths by adding them to the words you say and songs you sing. .
 - Example: "God Loves you, Momma Loves you, Daddy Loves you!"
- **For 2 year olds** Integrate the biblical truth or theme into the activities the children are doing. Make the truths "real" to the children, repeating them over and over applying them to anything normal around them.
 - Example: "Do you see the elephant in the puzzle? God made elephants. What else did God make? God made everything!"

Housekeeping:

- Straighten the room and clean any toys/beds.
- **All** toys that have had contact with saliva will be put in a sink or dirty toy bin.
- Wash any used sippy cups/snack bowls and place them on a drying mat.
- Vacuum any crumbs or paper bits on the floor with mini vacuums in each room.
- After the 11:00 service, take the trash out of the bin and put it outside the class in the hall. Then put a new trash bag in the bin. This way our cleaning crew can easily grab the trash at the beginning of the week.

Kid Life Job Descriptions

Pre-K

Job Descriptions for Teachers (T) and Teacher's Assistants (TA).

Job descriptions apply to both (T) & (TA) unless otherwise noted

Be Prepared

- Read and study the lesson plan before teaching or assisting
- Read and study the teacher's devotion included in the lesson plan.
Lessons can be accessed through the "PreK" group via Church Center app.
- Pray for yourself, the students and KidLife as a whole.
- Wear Kid Life t shirt

Be Prompt

- Arrive 30 minutes before your scheduled time to prepare the classroom
 - **8:45am** for 9:15 am service
 - **10:30** for 11:00 am service
- Set the classroom up with a few toys before the children arrive. Special toys are located in the cabinet.
- Set the TV to play praise music as the children are arriving. Each class has a YouTube Playlist located on the TV.
- Be polite and courteous. Greet the children and parents as they arrive.
- Complete class attendance within the first 15 minutes of each service - place in the hallway by 9:30am / 11:15am.

Be Responsible

- (T) Teach the lessons that are provided. Can be accessed via the PreK group in Church Center App.
- (TA) Assist with the lesson as the teacher directs. **Be the eyes for the teacher to help children stay engaged and on task.**
- Discipline with love and firmness, Use redirection, choices, and rewards. Use the GO curriculum suggestions for classroom management (found in weekly lessons).
- Call for help when needed via walkie - talkie.
- **Be present with and for the kids.** Refrain from cell phone use when serving.
- Clean the room before leaving.
 - Put all toys back in their proper containers.
 - Wipe down the tables and run the sweeper.
 - Cut off the TV and place the remote on the back of the TV.
 - 11am volunteers - gather trash & leave in hallway

Kid Life Job Descriptions

LifeGroup 9:15am

Teacher (T) and Teaching Assistant (TA) ***Job descriptions apply to both (T) & (TA) unless otherwise noted***

Be prepared.

- Access, study and prepare for the upcoming lesson.
Lessons can be accessed through the "LifeGroup" group via Church Center app.
- Ask questions if you have them. (Andrea & Heather are here for you!)
- Pray for yourself, the students and KidLife as a whole
- Wear Kid Life t shirt
- **Arrive on time.**
 - **8:45am** for 9:15 service
- **Be present with and for the kids.** Refrain from cell phone use when serving.

Maintain a safe, positive environment that reflects the love of Jesus.

- Greet, talk to and interact with students; get to know them in order to build relationships.
- Be respectful and require students to treat others with respect.
- Treat students fairly and equally.
- Promote and spotlight good behavior.
- Calmly and quietly address inappropriate behavior-remind, redirect, refer.
- Use Walkie Talkie in the classroom to communicate with the Hall Director if assistance is needed.
- (TA) Escort students to the restroom as needed; students should never be unsupervised.

Present lesson of the week.

- (T) Present with enthusiasm; it is contagious.
- (T) Maintain accuracy to teach Biblical content.
- Engage students whenever possible.
- (TA) Keep eyes on; maintain proximity to students to promote focus and participation.
- (TA) Collaborate with the teacher to provide snacks during an appropriate point in the lesson.

Be mindful of pacing.

- (T) Move the lesson along to cover all material.
- (T) Allow time for digging deeper if students have sincere questions or to clarify important points.
- Have students help clean up the classroom in time for transition to 11:00 am Kid Worship. Escort students to Kid Worship around **10:50am**.

Facilitate departure for those students who are picked up by parents and are not attending Kid Worship.

Kid Life Job Descriptions

Kids Worship

Responsibilities for ALL

- **Come come prepared!** Study / pray over bible lesson prior to Sunday
- *****Lessons can be accessed through Kids Worship group via Church Center app.*****
- **Familiarize yourself with the weekly worship songs** - you are leading by example. During Worship - **ALL** kids need to stand out of respect.
 - Visit check-in for name tag before service.
 - **IMPORTANT TIMES**
 - **Arrive by 10:30am**
 - Kids Worship Service 11am-12pm
 - Small Groups 12pm - 12:15pm
 - Parents will pick up kids from their LifeGroup classrooms.
 - **Wear Kid Life volunteer t shirt**
 - **Actively engage kiddos during service** - build a relationship with them
 - **Be present with and for the kids!** Refrain from using your phone when serving.
 - If you ever need assistance - use your walkie talkie to call the Hall Director.
 - Never leave a child unattended.
 - Tidy areas before leaving.
- **Teacher**
 - This position serves as the leader of events for Kids Worship. This role is responsible for setting the tone and expectations of Kids Worship and effectively communicating them with students. Our Kids Worship Teacher studies the assigned lesson plan and implements the schedule of activities while also delivering the Bible message in an upbeat and positive way.
 - Supplies are found in the Student Center.
 - **Come prepared!** It is VERY IMPORTANT that you review, study, pray over the lesson **prior** to Sunday morning so teachers are aware and **equipped** for the worship session.
 - **Classroom Management** - Provide many opportunities for each team to earn points during Kids Worship.
 - 1 ball / 1 point

Kid Life Job Descriptions

- **Small Group Leader**
 - Complete weekly attendance by **11:15am**
 - The people in this role are **crucial** to making whole group instruction effective and small group discussion beneficial.
 - **During the whole group time**, these leaders sit among the students in the risers and he'll encourage active participation and good behavior choices.
 - **During small group discussion**, this leader is in charge of organizing and including all students in sharing their connections to the discussion questions asked. You will select one speaker for the group to then share those thoughts aloud to the whole group.
 - See "LIVE" section in lesson.
 - After all kids have been picked up - tidy classroom, cut lights off, bag up all trash & place in hallway.

- **Worship Leader**
 - This leader actively leads worship songs and encourages participation from students. Our Kids Worship Leader should be proactive in accessing the playlist of songs prior to Sunday morning and familiarize themselves with the week's music.
 - Song playlists can be accessed via the Kids Worship group in the Church Center app.
 - Leader needs to explain & demonstrate why worship is important.

- **Tech Leader**
 - The Tech Leader is responsible for setting up the screen, sound and slides for Kids Worship. This person will stay in the sound booth and navigate the group through the lesson slides and music.
 - **At 10:45**, this leader will turn off teen music and play a kids worship list playlist.
 - **At 11:00**, they will begin the day's overview video.
 - At the end of Kids Worship, the Tech Leader will shut down and turn off all equipment and assist with putting away risers.

Kid Life Job Descriptions

Check-In Job Description

Arrive on time! 8:45 for 9:15 service / **10:30** for 11:00 service.

Check In process:

- Manually enter name or scan mobile pass.
- What service(s) the child/volunteer is will be attending.
 - Select the correlating service & location Verify if the child has any allergies and give them an allergy sticker to go on their name sticker.
- Distribute stickers! A name sticker and a barcode will print off for kids.
 - The name sticker will go on the child's shirt (front or back).
 - The barcode sticker will go with the parent/guardian.
 - For kids 0-2 yr, 2 name stickers will print. Extra sticker is for their diaper bag.
- We also have buttons to celebrate any upcoming birthdays. (There will also be a special sticker that will print off with their name sticker.)
- Most importantly, you will be a welcoming face to all our kids and their families.

Check Out Process

Parents MUST present a barcode sticker OR Mobile Pass to enter the secured Kid Life hallway.

- One person will be stationed at the glass door to **check** for stickers or Mobile Pass..
 - If someone does not have a sticker or Mobile Pass, they should **not** be allowed to enter the Kid area. Get the Hall Director if any problems arise or someone questions you.
 - You can email them a Mobile Pass & they can save it to their mobile wallet.
- One person will be stationed at the wooden door at the end of Kid Life hallway.
 - This person will be scanning the barcode stickers or Mobile passes as families leave Kid Life.

First Time Guests

- If the Hall Director is unavailable - welcome families & have them fill out a Kid Life connection card.
 - Give new family VIP name button
 - Walk new families down and show them where classrooms are if needed.

Kid Life Job Descriptions

Hall Director (in addition to Check-in duties)

The role of Hall Director involves assisting all our volunteers for any needs as they arise, registering new families to our program, assisting with Check In, keeping doors to the Kids Ministry secure during service, and keeping accurate attendance records for all our kids and volunteers.

Be on Time! Arrive by **8:45** for 9:15 service / **10:30** for 11:00 service.

Before arrival of kids:

- Pray for our kids and volunteers.
- Turn on laptops and check tablets, printers & announcements.
- Walk through rooms and turn on walkie talkies.

First Time Guest

- **Welcome families** & have them fill out Kid Life connection card.
 - Give new family VIP name button
 - Walk new families down and show them where classrooms are if needed.
- **During service**
 - add family to the system and print barcode sticker.
 - Write the child's name on FTG gift!
- **During check-out,**
 - swap # card with security barcode.
 - Give FTG gift to parent for their child.
 - Tell the Parent to come see us the following week for a special gift

During Service:

- Secure doors at **9:30 am / 11:15 am**
 - Collect attendance sheets at this time.
- Verify attendance in Check-Ins program.
- Fill out the attendance tally sheet. (see small clipboard)
 - 11am hall director - responsible for delivering tally sheets to counters.
- Assist any volunteers with needs as they arise. (Snack refills, coverage for bathroom breaks, general questions, etc.)
- Notify any parent/guardian through the Check Ins system if they need to come get their child(ren) for any reason.

After all kids have checked out:

- Check all classrooms.
- Turn out lights if any are left on.
- Turn off walkie talkies.
- Plug all tablets into chargers.
- Leave with a grateful heart.