

Jubilee Kids Team Leader Job

Descriptions

Children's Ministry Team Leader (Nursery)

Reports To: Family and Children's Pastors

Job Overview:

The objective is to have a nursery that is suited to the needs of our babies and toddlers at Jubilee. Having volunteers that are prepared and trained on how to engage with specific situations that can arise with little ones is essential. Having a properly cleaned and stocked nursery will help us run an effective program.

Responsibilities and Duties

- Make sure all scheduled volunteers have access to the classroom, and have access to any technology they may need.
- Make sure the nursery is properly stocked with supplies and snacks and report to the Family and Children's Pastors if supplies are running low and need to be purchased.
- Make sure the room is properly cleaned/disinfected for the beginning of each service.
- Have weekly communication with the Children's Pastors to discuss any successes/challenges they may have found in their responsibilities.
- Attend 3 Core Team meetings per year.

Children's Ministry Team Leader (3-6 Year Old Class)

Reports To: Family and Children's Pastors

Job Overview:

The objective is to have a thriving 3-6 year old class where the children are taught Biblical truths that are relevant to their age group. Having volunteers that are prepared with lesson plans ahead of time, and a properly cleaned and stocked classroom will help us run an effective program.

Responsibilities and Duties

- Develop, along with the Family and Children's Pastors, lesson plans for the 3-6 year old class.
- Make sure all scheduled teachers have a lesson plan, supplies for the lesson, access to the classroom, and access to any technology they may need for the lesson.
- Make sure the classroom is properly stocked with supplies and snacks and report to the Family and Children's Pastors if supplies are running low and need to be purchased.
- Make sure the room is properly cleaned/disinfected for the beginning of each class.

- Have weekly communication with the Children's Pastors to review lesson plans for the week and any successes/challenges they may have found in their responsibilities.
- Attend 3 Core Team meetings per year.

Children's Ministry Team Leader (7-10 Year Old Class)

Reports To: Family and Children's Pastors

Job Overview:

The objective is to have a thriving 7-12 year old class where the children are taught Biblical truths that are relevant to their age group. Having volunteers that are prepared with lesson plans ahead of time, and a properly cleaned and stocked classroom will help us run an effective program.

Responsibilities and Duties

- Develop, along with the Family and Children's Pastors, lesson plans for the 7-10 year old class.
- Make sure all scheduled teachers have a lesson plan, supplies for the lesson, access to the classroom, and access to any technology they may need for the lesson.
- Make sure the portable is properly stocked with supplies and snacks and report to the Family and Children's Pastors if supplies are running low and need to be purchased.
- Make sure the room is properly cleaned/disinfected for the beginning of each class.
- Have weekly communication with the Children's Pastors to review lesson plans for the week and any successes/challenges they may have found in their responsibilities.
- Attend 3 Core Team meetings per year.

Children's Ministry Team Leader (10-12 Year Old Class)

Reports To: Family and Children's Pastors

Job Overview:

The objective is to have a thriving 10-12 year jr. youth old class where the children are taught Biblical truths that are relevant to their age group. Having volunteers that are prepared with lesson plans ahead of time, and a properly cleaned and stocked classroom will help us run an effective program.

Responsibilities and Duties

- Develop, along with the Family and Children's Pastors, lesson plans for the 10-12 year old class.
- Make sure all scheduled teachers have a lesson plan, supplies for the lesson, access to the classroom, and access to any technology they may need for the lesson.
- Make sure the portable is properly stocked with supplies and snacks and report to the Family and Children's Pastors if supplies are running low and need to be purchased.
- Make sure the room is properly cleaned/disinfected for the beginning of each class.
- Have weekly communication with the Children's Pastors to review lesson plans for the week and any successes/challenges they may have found in their responsibilities.
- Attend 3 Core Team meetings per year.

Prevention Plan Team Leader

Reports To: Children and Family Pastors

Job Overview:

The Prevention Plan Team Leader is responsible to oversee and ensure compliance to the Jubilee Prevention Plan.

Responsibilities and Duties:

- Read and understand the Jubilee Prevention Plan
- In coordination with the Volunteer Team Leader, oversee all new volunteers, ensuring that the following have all been completed and filed:
 - Volunteer application
 - References Checked
 - Interview the volunteer
 - Police Checks
- Schedule and facilitate an annual volunteer/staff training of the Prevention Plan.
- Train any new volunteers/staff that are added throughout the year.
- Communicate any updates to the Prevention Plan to all volunteers/staff.
- Ensure the Prevention Plan is being followed by all volunteers and staff, and report to the Family and Children's Pastors any violations or incidents.
- Oversee the annual audit of the Prevention Plan.
- Communicate regularly with the Family and Children's Pastors any successes/challenges in your role, and any needs you may have.
- Attend 3 Core Team meetings per year.

Children's Ministry Volunteer Team Leader

Reports To: Children and Family Pastors

Job Overview:

Having a thriving volunteer team, who are trained, and equipped is essential to having a successful children's ministry here at Jubilee. The Children's Ministry Volunteer Team Leader will oversee all aspects of the volunteers in the children's ministry at Jubilee. This will include areas such as volunteer recruitment, training, and scheduling.

Responsibilities and Duties:

- Recruit volunteers for the children's ministry.
- Make sure proper applications, interviews, reference checks, and police checks have been done for each volunteer and filed properly.
- Organize the monthly teacher schedule and arrange replacements if necessary (sickness/absence).

- Have weekly communication with the Children's Pastors to discuss who is scheduled for that week, and any successes/challenges they may have found in their responsibilities.
- Attend 3 Core Team meetings per year.

Social Media and Events Team Leader

Reports To: Children and Family Pastors

Job Overview:

In conjunction with the Family and Children's pastors, oversee all social media posts and any events initiated from the children's ministry at Jubilee. Having an understanding of Social Media, video editing, and creating posters/advertisements is necessary for this role.

Responsibilities and Duties:

- Make and schedule weekly posts for the Jubilee Kids Facebook group.
- Moderate the Jubilee Kids Facebook group.
- Oversee any events initiated from the children's ministry.
- Develop posters, flyers, videos for posts and events as needed.
- Communicate weekly with the Family and Children's Pastors to discuss posts for the week, successes/challenges in your role, and any needs you may have.
- Attend 3 Core Team meetings per year.