



# TODDLER TEACHER

The person in charge of the toddler room and to care for toddlers during a Sunday morning service

## SKILLS REQUIRED

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- Leadership
- Organization
- Caring
- Teaching

## REPORTS TO

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Team Leader

## RESPONSIBILITIES

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### Scheduling

- Scheduling will be handled via Planning Center by Delicia Miller
- Make sure your contact information and block out dates are up to date to help with proper scheduling

### Sunday Morning

- Arrive 5-10 minutes prior to the children arriving (directly after worship)
- Make sure room is organized and safe for children
- Have music playing in the room before families arrive
- Instruct any helpers as needed
- Greet families as they arrive to drop off their child
- Make sure each child is checked into the Planning Center Check-In system and is wearing a registered name label
- Help settle children as needed
- Help children find a place to play at one of the activity centers
- Play and interact with all children
- Tell the Bible story with children
- Request to see parent/guardian labels and making sure they match with the child's label before releasing them from the classroom.
- Check-out children from Planning Center Check-In system

- Sanitize and clean room
- Understand and follow CLC's plan to protect and abuse prevention policies

### **Outside of A Sunday Morning**

- Attend children's ministry meetings, workshops and training
- Attend and participate in children's ministry events

## GENERAL EXPECTATIONS

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- Maintain personal spiritual development through Bible reading, prayer and Christian community.
- Endorse and support the church, its leaders and its mission
- Exercise discernment and wise judgement
- Demonstrate a positive and friendly attitude with children, parents and children's ministry team members
- 18 years old + needs to be a partner at CLC