

Churchome

Job Description

Birth-3's Classroom Lead

I. POSITION DESCRIPTION

Be responsible for overseeing the preparation and execution of their respective Birth-3's classroom on a weekly basis.

II. RESPONSIBILITIES

- Work with the Birth-3's Coordinator to finalize set up
- Recruit volunteers
- Pastor kids & families
- Help the Birth-3's Coordinator pastor classroom volunteers
- Maintain the highest level of professionalism, confidentiality and discretion.
- Route and resolve information requests – manage situations competently and confidently.
- General trouble shooting and problem resolution of issues as needed.
- Communicate purchase needs to Birth-3's Coordinator
- The church may also assign other duties or responsibilities, in its sole discretion.

III. EMPLOYMENT STANDARDS

Education/Experience:

Approved City Kids Volunteer application. Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.

Skills:

This position requires excellent skills relating to and pastoring children as well as the ability to interact well with families, staff at all levels and requires a proactive approach, problem-solving capacity and the ability to work efficiently within time constraints and often under pressure.

Work Status: Non-Exempt, Hourly, Part Time, 7 hours/week

Work Schedule: Sundays during service

Supervisor: Birth-3's Coordinator

Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by

Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.