



## JOB DESCRIPTION

**Job Title:** Little Ones Lead (Nursery - 4 years old)  
**Classification:** Part Time, Non-Exempt  
**Department:** Generations  
**Reports to:** Kids Director  
**Compensation:** Variable, depending on experience

### SUMMARY/OBJECTIVE

Helping young children and families access depth of life with God through Jesus. The primary purpose of the Little Ones Lead is to facilitate the recruiting, equipping, and leading a team of volunteer leaders for Sunday services in Little Ones.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### 1. Recruit Volunteers

- a. Actively seek out volunteers to join the Little Ones Team.
- b. Build an effective and reliable volunteer team to consistently run each service.
- c. Create a team of volunteers who want to see kids experience Jesus regularly.

#### 2. Equip Volunteers

- a. Provide training for all new volunteers and regular training for current volunteers.
- b. Ensure all volunteers follow our Kids Ministry General Policies and Procedures.
- c. Assure background checks and handbook requirements are completed.
- d. Provide and follow volunteer checklist.

#### 3. Curriculum Planning and Preparation

- a. Read and evaluate designated outsourced curriculum.
- b. Plan weekly lessons on a monthly basis.
- c. Edit material to fit our DNA as well as small and large group needs.
- d. Print and prepare curriculum for each age level.
- e. Send a weekly team email with the curriculum guide and important information to help prepare volunteers for Weekend Services.
- f. Input curriculum and activities into Planning Center or CCB Scheduling.

#### 4. Room preparation for Sunday Morning

- a. Be the face of Little Ones. Welcome all new families and assist in getting them connected as much as possible.
- b. Work with Generations Administrative Assistant to gather, purchase and prepare all materials and supplies within a timely manner.
- c. Set up rooms including decorations, lesson materials, craft, game supplies, and handouts.



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- d. Ensure video lessons are prepared and uploaded – if needed.
  - e. Clean up rooms following the service and replace supplies.
  - f. Help keep the Resource Rooms organized and stocked.
- 5. Generations team participation**
- a. Help plan, prep and work all Kids Ministry Special Events including, but not limited to, holiday services and annual Summer Fun Camp.
  - b. Attend all Journey, Generations Team, and Kids Team Meetings and Training.
    - i. *If attendance isn't possible due to other commitments, it is the Little Ones Lead's responsibility to read meeting notes and follow-up with questions in a timely manner.*
- 6. Facilitate weekly Little Ones Family Meet-Ups**
- a. Plan and prepare weekly meet-ups to be held in the Little Ones area one morning each week. This would include preparing books to read, crafts, activities and a free play space.
  - b. Encourage families to participate, engage with one another and help build connections with other families in the same stage of parenting.
  - c. Reserve required rooms as needed.
- 7. Plan and execute monthly Little Ones events**
- a. Plan and execute one monthly event for Little Ones families to encourage a sense of community, growth and relationship building.
  - b. Prepare needed supplies, registrations with the Generations Administrative Assistant, and room reservations as needed.
  - c. Book offsite events with appropriate release forms while staying within budget.

### COMPETENCIES

1. Conveys ideas and facts orally and in writing using language the audience will best understand.
2. Helps create a work environment that embraces and appreciates diversity.
3. Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
4. Promotes cooperation and commitment within a team to achieve goals and deliverables.
5. Resolves difficult or complicated challenges.
6. Maintains composure in highly stressful or adverse situations.
7. Builds and maintains guest/customer satisfaction with the services offered by the organization.

### QUALIFICATIONS AND EXPERIENCE

#### ***Education, Training & Experience***

- High school diploma or equivalent.



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- 2-3 years of experience working with infant and preschool age children.
- Complete CPR and First Aid training, Sexual Harassment training and Mandated Reporter training every two years.
- Experience in preschool or children's ministry leadership.
- Knowledge and understanding of early childhood development and its application to each age group.

### ***Job Skills, Knowledge, Expectations and Abilities***

- Knowledge of Center Set and its application for how we do church.
- Able to equip volunteer leaders to share God's love and stories on an age-appropriate level.
- Communication, organizational skills, time management, leadership, initiative, attention to detail and flexibility core competencies.
- Ability to multitask, prioritize assignments, and exercise a sense of urgency.
- Work productively, both independently and collaboratively with others.
- Ability to discern and maintain confidentiality as appropriate.
- Demonstrate skills and techniques to recognize problems and find solutions that uphold values of excellence and loving people first.
- Maintains positive and professional relationships with community partners/vendors/volunteers.
- Read, write, spell, and communicate clearly in English.
- Ability to guide and direct the volunteers and children through the order of service on a Sunday.
- Knowledge of scripture with regards to Old Testament and New Testament stories.
- As a staff member of Journey, you are expected to attend a weekly Journey Weekend Service for your spiritual growth and fellowship. The time you spend in a service is non-paid, and should be free from any work responsibilities.

### **WORK ENVIRONMENT**

This position takes place in our Kids Center and the grounds around the Journey campus.

### **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. External and internal applicants, as well as position incumbents who are or become disabled, as defined under the American with Disabilities Act, must be able to perform the Essential Job Functions either unaided or with assistance of a "reasonable accommodation", if such is determined, on a case-by-case basis. The Physical requirements of Little Ones Lead may include:

- Long periods of sitting or standing for over an hour at a time
- Dancing or playing games with children
- Lifting or holding a small child up to 40 lbs.



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- Carrying an infant in an infant carrier
- Walking a small child in a stroller or wagon

### **POSITION TYPE / EXPECTED HOURS**

This a part-time, non-exempt position scheduled to work 20-23 hours per week. Standard days and work hours may fluctuate depending on Journey services and events. Candidate may be required to work nights and weekends.

### **ADDITIONAL ELIGIBILITY QUALIFICATION**

Applicants must be eligible to work in the United States.

For the safety of our attenders, volunteers, and staff, candidate's employment is contingent upon successful completion of a background check.

Candidates under the age of 18 years may be required to furnish and maintain a valid work permit.

### **EMPLOYMENT AT JOURNEY**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Journey Community Church is at At-Will Employer. Either Journey or the employee may terminate the employment relationship at any time, for any reason, with or without advance notice.

Nothing contained in this job description or any other communication (written or verbal) the employee received is intended to be, nor should it be, construed as a guarantee that employment or that any benefit will be continued for any period of time. Compensation information provided to an employee, whether stated in hourly, bi-monthly, annual, or other terms, is not intended nor does it constitute an employment contract or agreement for any specific period of time.

No manager, supervisor or employee of Journey has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

### **JCC EMPLOYEE COMMITMENTS**

- All employees are expected to conduct themselves as professionals.
- Employees agree not to engage in any personal conduct or lifestyle, which would be at variance with or contrary to the policies of the church.



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- To interact with church staff, volunteers, attendees and vendors in a professional manner, resolving potential conflict utilizing the Matthew 18 process. (Go directly to the person involved to resolve the issue. If not resolved, go with another trusted believer. If still not resolved, bring it to church leaders.)
- To be punctual, honoring the time of others.
- To adhere to the policies adopted by Journey as stated in the employee manual.
- To further personal spiritual growth and development on a continuing basis.
- Maintain strict confidentiality regarding sensitive information.
- Successful completion of thorough pre-employment references and background checks, including: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- To refrain from gossip, slander, or sharing personal information about a Journey employee, volunteer or congregant.
- To help all the ministries and departments succeed.
- To attend First Step within the first two months of being hired.
- To attend Our Journey within the first six months of being hired.
- To understand, articulate and promote Journey DNA.
- To grasp and strive to live out Journey's ultimate values: God, Love and Grace
- To help Journey move towards the mission and vision God has called us to.
- To be self-motivated and goal oriented, use good judgment, flexible and innovative.
- To regularly attend weekend services, participate in serving opportunities.
- Pursue community.
- To attend all major events at Journey such as Baptisms, Christmas & Easter services

### HOW TO APPLY

Resumes and applications may be submitted to Human Resources via email [HR@journeycom.org](mailto:HR@journeycom.org). Please list the name of the position in the subject line.

By signing below, I acknowledge that I have read, received and fully understand the duties and the responsibilities in written and described in the job description above. I further understand that the Little Ones Lead role is responsible only for children newborn through age 4. Generations team members are welcome to volunteer with other areas of the Generations ministry (grades TK-college), however voluntary time spent in those areas is on a voluntary basis and not a paid commitment. I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.



## **JOB DESCRIPTION**

Employee Signature

Date

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Employee Name – Please Print