

# JOB DESCRIPTION

**Job Title:** TGIF Little Ones Lead  
**Classification:** Part Time, Non-Exempt  
**Department:** Generations  
**Reports to:** Kids Associate  
**Compensation:** Variable, depending on experience

## SUMMARY/OBJECTIVE

The TGIF Little Ones Lead is a position primarily responsible for overseeing and directing the Little Ones area during Friday night service including but not limited to:

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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

### 1. Volunteers

- a) Inviting
  - Actively seek out volunteers to join the Kids Ministry Team
  - Initiate conversations and build relationships
  - Respond to new volunteer inquiries online, by phone and weekly tear-outs
  - Provide and follow volunteer checklist
- b) Training
  - Provide orientation for all new volunteers in your area including going over the Kids Ministry General Policies and Procedures
  - Conduct team meetings
- c) Staffing & Scheduling
  - Staff Friday evening rooms
  - Keep track of a master volunteer schedule and send out weekly using Planning Center
  - Find replacement volunteers for last minute gaps in schedule
  - Move volunteers around when necessary
- d) Team and Relationship Building
  - Connect with and support your volunteers through texts, emails, coffee dates or phone calls throughout the week
  - Encourage them with notes, gifts, emails, texts, etc.
  - Pray for and with your volunteers

### 2. Curriculum Planning and Preparation (2-3 hours)

- a) Read and evaluate the designated curriculum.
- b) Edit material to fit our small and large group needs
- c) Print and prepare curriculum
- d) Send a weekly team email with the curriculum guide and important information through Planning Center to help prepare volunteers for the Friday service

### 3. Classroom Preparation for Friday

- a) Prepare curriculum for Friday services
- b) Coordinate Worship for Friday services

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- c) Keep Little Ones Lead/Kids Director informed of missing or low supplies
  - d) Clean up rooms following the service and replace supplies as needed
  - e) Work with Journey Kids Admin to prepare supplies
- 4. Attend Journey and Generations Team Meetings & Trainings**  
*Some of these meetings may exceed regular work hours and will be compensated accordingly*
- a) Monthly Kids Ministry Meeting
  - b) Monthly All Staff Meeting
  - c) Periodic All Generations Staff Events
  - d) Our Journey Classes or Turbo Classes
- 5. Special Events**
- a) Help plan, prep and work Kids Ministry special events including but not limited to Easter & Christmas services, and Summer Fun Camp

## COMPETENCIES

1. Ability to share God's love and stories on an age appropriate level
2. Basic knowledge of Biblical stories

## QUALIFICATIONS AND EXPERIENCE

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

- Currently enrolled in or have taken child development classes
- Experience working with children
- 6-12 months in a previous leadership role

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

- Love seeing kids grow in their understanding of Jesus
- Currently attending or previously have taken child development classes
- Foster spiritual formation in children while working with their parents

## 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 TGIF Little Ones Lead may include:

- Lifting or holding a small child up to 40 lbs
- Carrying an infant in an infant carrier
- Walking a small child in a stroller
- Sitting or standing for over 1 hour at a time

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- Dancing or playing games with children

## **POSITION TYPE / EXPECTED HOURS**

This a part-time, non-exempt position scheduled to work 10 hours per week. Standard days and work hours may fluctuate depending on Journey services and events. Regular work hours include Friday evenings from 5:30-9:00pm. 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 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.
- 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

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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 2 months of being hired.
- To attend Our Journey within the first 6 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 I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Employee Signature

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Date

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Employee Name – Please Print