

Children's Classroom Leader

Seasonal

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing loving care for children, showing them God's love by example, words and prayer.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Next Generation – Children's Ministry	
REPORTS TO	
OHC Kids Club Director	
DIRECT REPORTS	
None	1. Supervises and ensures the safety and well-being of children at all times, being alert to the needs and/or problems as individuals and as a group.
WORK WEEK	2. Reports to Team Lead any special needs or problems of individual children.
Varies by scheduled events	3. Reports to Kids Club Director any cases of suspected child abuse or neglect. Notifies authorities as required by law.
HOURS PER WEEK	4. Teaches Bible class, prays with children often, and engages in activities based on the curriculum.
Varies	5. Walks among the children and plays with them while on the playground. Keeps alert of any harmful activity and is prepared to intervene, when necessary.
FLSA	6. Works well with Children's Classroom Leaders, Team Leads, Ministry Assistant and Director.
Non-Exempt	7. Familiarizes self with and follows Bibleland Children's Ministry Handbook guidelines.
JOB CLASS	8. Attends and participates in regular trainings, quarterly meetings, and evaluation meetings.
Service Worker	9. Other duties and responsibilities as assigned.
MINISTER DESIGNATION	
No	
DRIVING REQUIRED	
No	





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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment. (Preferred))

MINIMUM QUALIFICATIONS

1. Ability to read and write in English. High School Diploma or GED equivalent preferred.
2. Some experience in childcare.
3. Must be 18 Years of age or older.

KNOWLEDGE AND ABILITIES

1. Knowledge of child safety.
2. Knowledge of Bible stories.
3. Knowledge of English grammar and vocabulary.
4. Ability to work independently with limited supervision.
5. Ability to communicate clearly and effectively through both verbal and written means.
6. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
7. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

REVISED: December 2024