



Kid's Ministry Staff Member Job Description

Position Summary

The Kid's Ministry Staff Member provides a safe, nurturing, and engaging environment for children participating in the Kids Ministry. This position is responsible for supervising children, implementing age-appropriate activities and lessons, and supporting the ministry's mission and values. Kid's Ministry Staff Member reports directly to the Kid's Ministry Director.

Employment Status: Hourly, as needed

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Provide continuous supervision to ensure the safety and well-being of children in assigned classrooms, facilities, and outdoor areas.
 - Maintain appropriate child-to-staff ratios and follow established safety and security procedures.
 - Give full attention to children in your care and respond promptly to their needs.
 - Prepare and facilitate age-appropriate lessons and activities as assigned, consistent with Kid's Ministry curriculum and church policies.
 - Maintain a clean, organized, and welcoming classroom environment.
 - Communicate professionally and respectfully with children, parents/guardians, volunteers, church members, visitors, and fellow staff.
 - Follow all Kid's Ministry policies, procedures, and child protection guidelines.
 - Report accidents, injuries, behavioral concerns, or suspected abuse in accordance with church policy and applicable law.
 - Participate in required staff meetings, orientations, and training sessions.
 - Perform other duties as assigned to support the Kid's Ministry.
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Qualifications

Required Qualifications

- Must be at least 18 years of age.
- High school diploma or equivalent.
- Strong verbal and written communication skills.
- Ability to multitask in a fast-paced childcare environment.
- Ability to work effectively with children, parents, volunteers, and staff.
- Successfully complete and maintain all required background checks and screenings.
- Ability to comply with all church policies and procedures regarding child safety.

Faith-Based Qualifications

As a religious organization, Shadow Hills Church seeks employees who support and further its religious mission.

- Demonstrate a lifestyle consistent with the mission, values, and beliefs of Shadow Hills Church.
- Participate in ongoing personal spiritual growth.
- Maintain accountability consistent with the expectations established by church leadership.
- Regular attendance at and active participation in Shadow Hills Church is preferred or required, as determined by the church's employment policies and applicable law.

Physical Requirements

The physical demands described below are representative of those required to successfully perform the essential functions of this position.

The employee is regularly required to:

- Walk, stand, sit, bend, kneel, stoop, reach, and use hands and arms.
- Speak and hear clearly.
- Supervise active children for extended periods.
- Lift, carry, and assist children weighing up to 50 pounds.
- Possess close, distance, peripheral, and depth vision, along with the ability to adjust focus.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position, unless doing so would create an undue hardship.

Work Environment

- Work is performed primarily in classrooms, indoor activity spaces, and outdoor playground areas.
 - The environment may include frequent interruptions, moderate to high noise levels, and regular interaction with children and families.
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Background Screening

Employment is contingent upon successfully passing all required criminal background checks and any additional screenings required by church policy. Continued employment may require periodic re-screening.

At-Will Employment Disclaimer

Nothing in this job description creates a contract of employment or alters the at-will nature of employment where permitted by applicable law. Employment may be terminated by either the employee or Shadow Hills Church at any time, with or without notice, subject to applicable law.

Job Description Disclaimer

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Shadow Hills Church reserves the right to modify, interpret, or assign duties as business or ministry needs require.
