



Job Description for Ministry Position

Ministry/Staff Title: Lead Child Life Specialist, St. John's After School Program

Reports to: Director of St. John's After School Program

Date Established: August 2018 (revised)

Document Review: August 29, 2018

Primary Responsibilities of Position:

Provide assistance to the Director of St. John's After School Program, as needed.

In the absence of the Director, as alternate, the Lead Child Life Specialist will assume the responsibilities of the Director, including supervisory.

Teach, provide care for, and spiritually-guide the children of St. John's After School Program.

Provide tutoring for the children.

Qualifications:

Must be at least 18 years old

Have a GED or High School Diploma

Have at least 2 years' experience caring for elementary-aged children in a professional/commercial environment

CPR and First Aid Certification

Consent to church and State of Texas required background checks

Consent to participate in Safeguarding God's Children and God's People (training provided)

Willingness and availability to participate in professional development opportunities, as required (provided)

Absolute ability to maintain confidentiality

Compensation: Hourly and competitive for similar positions in the industry

Duties of Ministry Position

Administrative--

In the absence of the Director of Children's and Family Outreach, the Lead Child Life Specialist is expected to have working knowledge of the Policies and Procedures of St. John's Episcopal Church as these pertain to the After School Program, and of the After School Program itself, and be proficient in the administration of these policies and procedures.

This staff member must maintain a working knowledge of the minimum state requirements of a child care facility licensed by the Texas Department of Family and Protective Services, and the requirements of any funded programs (public or private; e.g., food services) in which the After School Program may participate.

The Lead Child Life Specialist is responsible for maintaining her/his classroom attendance records. The Lead Child Life Specialist maintains records of the progress made by the class and reports this information to the parents, as needed. The Lead Child Life Specialist must report any suspected child abuse and must maintain adequate records concerning incidents that may occur concerning the students, volunteers, or staff while in the classroom, or acting as Director.

Working with children and in this ministry, the Lead Child Life Specialist maintains confidentiality, not only while in the position, but after employment with St. John's may end.

This staff member is responsible for keeping her/his credentials current, and for attending any professional development activities as required. This position reports directly to the Rector (Pastor) of the parish, should the Director of Children's and Family Outreach be unavailable, especially and promptly in the matters of any incidents.

Other administrative duties as assigned.

Teaching--

The Lead Child Life Specialist will teach the curriculum provided by the Director and may be called upon to add to the curriculum that is provided. The Lead Child Life Specialist modifies lessons based on each child's capabilities, working to meet individual cognitive, emotional, spiritual, physical, and social needs. The Lead Child Life Specialist creates bulletin boards, classroom centers, and hands-on activities that reinforce the lessons taught.

This staff member, as part of a faith community, will uphold and offer religious, moral, ethical, and behavioral instruction, and will seek to model the substance of such lessons. The Lead Child Life Specialist must be articulate in advancing the Christian Gospel.

This staff member will maintain a progress/events journal concerning each student in her/his care and will seek guidance from the Director as is needed for the best care of each child. Communication with parents, the Director and staff, and with professional consultants and collaborating partners in the care of St. John's After School Program students, are key components of this position. This position works collaboratively with any aides and volunteers assigned.

Other classroom responsibilities as assigned.

Fundraising and Development--

Participate in development, attend events, and encourage participation by Child Care Specialist staff and parents concerning the Annual Kids Count Foundation Golf Tournament, benefiting St. John's After School Program, as well as any other fundraising activities.

Other event or fundraising support as may be required.

Inquiries: Director, St. John's After School Program
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