



## **Part-Time Evening Employment Opportunity October- April**

### **Early Childhood Staff**

Family ESL Program: A partnership between SON Ministries and UALC

**Position:** Staff for young children in a fun and high energy, multicultural environment.  
3 classrooms: 3 months – 23 months and older 3's to pre-K.

**Job Purpose:** Early Childhood staff will care for and nurture the youngest children of adults who are simultaneously attending English as a Second Language classes on site. This unique family program is a partnership between SON Ministries, and UALC The Church at Mill Run. Because many of the children may never attend traditional preschool, this is an exceptional opportunity to introduce and cultivate early childhood educational elements, including intentional exposure to the English language/usage. The classroom will operate with a daily schedule, learning centers and an emphasis on building prosocial skills that will be the foundation for future learning.

**Location:** Upper Arlington Lutheran Church (UALC) The Church at Mill Run 3500 Mill Run Dr, Hilliard, OH 43026; 614-586-7939.

**Reports to:** Leader, Early Childhood Staff

**Hours:** 7.5 hours per week including staff training, program nights and final wrap up: Tuesdays and Thursdays 5:15-9:00 pm.

**Compensation:** \$10 per hour. Position does not qualify for any benefits, paid sick or vacation time. Teens under the age of 18 will be paid \$8.10 per hour and will be considered although adults are preferred to maintain appropriate adult/child ratios.

### **Requirements:**

- Experience working with young children preferably in a group setting
- Knowledge of and the ability to provide a safe, nurturing, and friendly classroom.
- Demonstrated love of children and a willingness to play.
- Ability to model and support development of "prosocial skills".
- Experience managing challenging behaviors in a positive way.
- A passion for local mission work: a heart to minister to children and adults who are multi-cultural and/or in a low income bracket as well as with community volunteers.
- Good communication and people skills with an ability to work with parents who are still learning the English language.
- An appreciation of and affinity for working with community volunteers.
- Ability to lift up to 40 lbs, bend, sit on floor and move with agility.

## **Job Responsibilities:**

- Be on site during scheduled hours each day program operates and participate in classroom set-up and clean-up.
- Enthusiastically support FUN daily enrichment programming (educational, recreational, arts/crafts etc.) appropriate for preschool-aged children, rotating activities/materials/music to keep experience rich and fresh.
- Support children in meeting goals of separating from parents, self-care skills, making choices, following a routine and learning positive ways to get their needs met.
- Assist in ensuring the safety and well-being of children; maintain safe and clean classroom; support children with self-care tasks such as handwashing
- Interact and play with children during planned and free choice activities, supporting and encouraging involvement and exploration.
- Model and promote pro-social skills.
- Support Staff in helping children learn how to control their own behavior using a positive approach while setting clear expectations and appropriate limits
- Assist in developing a community by promoting individual children's strengths and talents, supporting the development of new friendships and ensuring each child is treated as a "gift"
- Engage in positive interactions on site, among children, staff and volunteers.
- Welcome, encourage, and thank volunteers.
- Work cooperatively with UALC staff and members as we share space and resources
- Present a professional attitude in dress, manner and conversation; maintain confidential information shared by children, parents and other staff.
- Identify issues/concerns and communicate them to Lead Staff in a timely manner
- Carry and set up program supplies from basement storage and return as needed.

## **Application Process**

Submit the following application materials to [ccraig@SON-Ministries.org](mailto:ccraig@SON-Ministries.org).

- A current resume
- Three professional or personal references with contact information
- Position requires satisfactory completion of a background check (18 years and older) and completion of a UALC employment application