



Part-Time Evening Employment Opportunity October- April

Kids Club Assistant Site Leader

A partnership between SON Ministries and UALC The Church at Mill Run

Position: Provides safe/fun indoor and outdoor recess and enrichment activities for school aged children (grades K through 8). This is a *fun* and *high energy*, multicultural environment.

Job Purpose: Kids Club is an academic and recreational enrichment program for children ages K-8, while their parent(s) or grandparent(s) study English as a Second Language simultaneously on site. This unique family program is a partnership between SON Ministries and UALC The Church at Mill Run.

The Kids Club Assistant Leaders will work together to plan and facilitate fun and enriching activities for between 60-80 children nightly; also coordinate a team of adult and teen volunteers who Tuesdays and Thursdays, late September – early May, from 6-8:30 pm. This program was started in direct response to a need expressed to Serving Our Neighbors (SON) Ministries by parents of children in our Free Summer Lunch Camp for Kids: their children need support with their homework/schoolwork.

Employer and Job Location:

UALC The Church at Mill Run 3500 Mill Run Drive Hilliard OH 43026. 614-586-7939.

Reporting Structure: Reports to Kids Club Leader.

Hours: Beginning late September – early May: Tuesdays and Thursdays 5:15-9:00 pm on site, plus one hour per week for planning and preparation and communications/meetings with Kids Club Leader and/or SON staff/addressing issues in a timely manner.

Compensation: \$10 per hour with possibility of \$11 per hour for returning staff. Position does not qualify for any benefits, paid sick or vacation time.

Skills Needed:

- Progress towards Bachelors Degree in Education, Social Work, International Studies or similar background and experience.
- Passion for multicultural children and enjoy working with children ages K-8th grade in a fun, active gym setting (possible outdoor time as well).
- Excellent leadership and organizational skills, including high comfort level with quick thinking/adjusting to unexpected.
- Good communication and people skills with an ability to delegate to adults and teens and communicate with parents who are still learning the English language.
- An appreciation of and affinity for working with community volunteers.
- A passion for local mission work: a heart to minister to children and adults who are multi-cultural in a low income bracket as well as with community volunteers.
- Dedication to learning and following rules and procedures.

- Ability to lift and carry 30 pounds and go up and down stairs.

Responsibilities of the Position

- Be on site each day program operates from set-up through clean-up.
- Enthusiastically plan, implement and lead FUN daily enrichment programming (educational, recreational, arts/crafts etc.) appropriate for children K-8th grade, faithfully rotating activities/materials/music to keep the experience for the children fresh. Document plans.
- Oversee and promote positive interactions on site, among children, staff and volunteers.
- Welcome, encourage, thank, and provide ongoing training/guidance for volunteers.
- Carry and set up program supplies from basement storage (elevator available) and side storage room, then clean up supplies and return them to storage room and basement storage area at the end of the evening.
- Insure site cleanliness in all areas, nightly, with the help of the children and volunteers – including storage room and cabinet, basement storage area and gym itself.
- Oversee children's interactions being sure safety rules are followed at all times and adults are respecting SON's policy of a minimum two adults with a child/ren at all times.
- Model the love of God to all the people (children, parents, volunteers) who come to the program, promoting loving and respectful relationships at all times.
- Identify and introduce ways to show respect for and keep the older children engaged, i.e. foster buddy system – older grades to youngest (use buddies for zones/games, etc), zone captains, nightly helpers, etc.
- Address any discipline issues in a timely, direct yet loving manner.
- Incorporate volunteer appreciation into everything we do.
- Attend and assist with scheduled family events of the program (3 potluck dinners).
- Initiate and maintain excellent communication with Kids Club Leader, SON staff, and staff in other areas of the Program – to provide the highest quality programming possible.
- Identify and resolve any issues/concerns in a timely manner, that is before the next evening the program meets.

Application process

Submit the following application materials to 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