



## JOB DESCRIPTION

<b>Position Title</b>	<b>Floater</b>
<b>Position Reports to:</b>	<b>Team Leader</b>
<b>Department:</b>	<b>Children's Ministry</b>
<b>Schedule (may vary)</b>	<b>6 hours, mostly weekend hours</b>

### General Description

Be familiar with policies and procedures of Children's Ministry during weekend services. Be capable and flexible; willing to assist in any classroom as needed. Set up rooms in preparation of Sunday services and clean up room at the end of service.

Position requires the individual to work Sunday mornings arriving at or before 8 a.m. for setting up and staffing for the Sunday morning services. Position requires strong organizational skills as well as the ability to care for children from Birth – 3rd Grade, depending on assignment.

### Specific Duties and Responsibilities

- Attend CM Staff Meetings
- Attend Department Meetings
- Communicate closely with Team Leader
- Be a team player and support any area of CM when needed

### During the Weekend Responsibilities

- Arrive by 8:00 a.m. on Sunday to help set up rooms
- Have a time of prayer with your team
- Communicate with parents regarding the purpose, value, and procedures of Children's Ministry
- Clean up rooms at the end of the day and prepare closets and supplies for the following services.

### During the Week Responsibilities

- Connect with the Department leader about what is happening
- Return phone calls, texts and emails promptly (within 24 hours unless it is your day off)

### General Breakdown of Hours Per Week

- Sunday Morning 8 a.m. – 1 p.m. (approximately 5 hours)
- 1 hour during the week to connect with Department Leader and attend CM staff meetings

### Special Assignments

- Fill in for Coordinator when they are away
- Help with Christmas Eve childcare at some of the services (if in town for Christmas)
- Help with Harvest Party (optional)

## **Knowledge Skills Required for the Job**

- Extremely dependable
- Organized
- Managerial experience
- Team player
- Passion for working with children

## **Desirable Qualifications**

- Maintain a personal relationship with Jesus Christ
- Be a committed part of North Coast Calvary Chapel, attending worship services regularly
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer

## **Work Environment**

- Can be chaotic and loud at times
- Necessitates dealing with multiple tasks at once
- Potential issues with sick and injured children
- Ability to respond to parent questions and concerns while consistently remaining kind and calm

## **Physical Requirements**

- Able to lift items of at least 30 lbs
- Repeated lifting and bending
- Able to be on your feet for long periods of time
- Able to move between rooms as needs dictate