

# Children's Leader's Helper

## Seasonal



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for supporting the Bibleland Buddies Teachers by providing loving care for each child, showing them God's love by example, words and prayer.

### DEPARTMENT

Next Generation –  
Children's Ministry

### REPORTS TO

Bibleland Buddies  
Director

### DIRECT REPORTS

None

### WORK WEEK

Varies by scheduled  
events

### HOURS PER WEEK

Varies

### FLSA

Non-Exempt

### JOB CLASS

Service Worker

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists Children's Classroom Leader with supervision of children and ensures their safety and well-being at all times, being alert of their needs and/or problems as individuals and as a group.
2. Reports to Children's Classroom Leader any special needs or problems of individual children.
3. Reports to Children's Classroom Leader any cases of suspected child abuse or neglect.
4. Prays with and for the children often, including before snack time and Bible class.
5. Walks among children and plays with the children while on playground. Keeps alert of any harmful activity and is prepared to intervene when necessary.
6. Familiarizes self and follows Bibleland Children's Ministry Handbook guidelines.
7. Attends and participates in regular staff planning and evaluation meetings.
8. Other duties and responsibilities as assigned.

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### **OHC STAFF EXPECTATIONS**

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within three (6) months of employment.  
(Preferred)

### **MINIMUM QUALIFICATIONS**

1. Ability to read and write. High School Diploma or GED equivalent preferred.
2. Some experience in childcare.

### **KNOWLEDGE AND ABILITIES**

1. Knowledge of child safety.
2. Knowledge of Bible stories.
3. Knowledge of English grammar and vocabulary.
4. Ability to work independently with limited supervision.
5. Ability to communicate clearly and effectively through both verbal and written means.
6. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
7. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### **PHYSICAL REQUIREMENT AND WORKING CONDITIONS**

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

**REVISED:** May 2023