

KidzUNlimited Assistant
FLSA Status: Non-Exempt
Reports to KidzUNlimited Coordinator
Grade I (\$9.90-\$14.30 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The KidzUNlimited Assistant works closely with the KidzUNlimited Coordinator, assisting with the child observation process, coordinating the volunteers, delegating tasks, recruiting, and training for the special needs program. Assists in the KidzUNlimited room, monitoring and interacting with the special needs (SN) children and coordinating the environment components, activities, safety and tools required.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Works with the KidzUNlimited Coordinator in the KidzUNlimited room, during specific hours, with children who do not do well in the children's environments; providing activities and care as needed. (app. 50%)
- Assists the ministry leaders by observing children in different environments who are exhibiting signs of a SN (learning or behavioral), reporting findings to the KidzUNlimited Coordinator. Meets with parents along with the KidzUNlimited Coordinator to develop an individualized plan if needed. (app. 20%)
- Assists with coordinating the volunteers in the SN program during the weekend services, making sure the SN children who come regularly have their one-on-one volunteer. Works as a back-up as needed. (app. 20%)
- Assists the Coordinator with parent calls, as well as monthly KidzUNlimited parent meetings and other special events for families. (app 10%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma and some college courses in education is required.
- College degree in education or related field is preferred.
- Completion of SN enrichment classes is preferred.

EXPERIENCE

Must have a minimum of 1 to 2 years of experience in the following areas:

- Working or volunteering in a children's environment
- Working with special needs.

REQUIRED SKILLS

- Communication and organizational skills
- Positive temperament and professionalism
- Ability to deal courteously with the public.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently remain in a stationary position, often standing or sitting for prolonged periods.
- Constantly and clearly communicate verbally with others to exchange information.
- Ability to kneel or bend down to a child's eye level.
- Frequently lift, carry, and move up to 35 pounds.
- Frequently observe and monitor environment from long distances.
- Frequently view and operate technological devices, including but not limited to computers, printers and radios.
- Must possess the ability to work in environments with theatrical elements, including but not limited to strobing lights and fog.
- Quick reaction with movement.
- Occasionally ascend and descend stairs or ramps.
- Occasionally work in outdoor environment.

WORKING CONDITIONS

- 95% Inside, 5% outside