

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

SUMMARY OF RESPONSIBILITIES

Working closely with the KidzUNlimited Coordinator, the KidzUNlimited Assistant I assists with coordinating one-on-one needs and recruiting and training volunteers for the special needs program. Assists in the KidzUNlimited room with monitoring and interacting with the special needs (SN) children/students and assists with curriculum activities and providing care.

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

- Assists in the KidzUNlimited room with monitoring and interacting with the special needs (SN) children/students, and assists with curriculum activities and providing care during the KidzUNlimited weekend environment hours. (app. 60%)
- Actively recruits and trains volunteers for the SN program. (app. 10%)
- Assists the volunteers in the SN program during the weekend services—makes sure the SN children who come regularly have their one-on-one volunteer. Fills in as a back-up as needed. (app. 20%)
- Assists the coordinator with special events and the monthly KidzUNlimited Parent meeting. Also assists with KidzWorld special events as needed. (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 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 children or students.

REQUIRED SKILLS

- Good communication, coordination, and organizational skills.
- Positive temperament, dependability and professionalism.
- Must have the ability to deal courteously with the public.
- Basic computer knowledge and the ability to learn new software programs.

PHYSICAL DEMANDS

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

- Frequently in motion for long period of time—walking and standing.
- 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.
- Occasionally 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.
- Frequently move self in different positions to accomplish tasks in various environments.
- Occasionally work in outdoor environment.

WORKING CONDITIONS

- 95% Inside, 5% outside