

Small Group Leader

Grace Lutheran Church, ELCA
1140 East High Street
Davenport, Iowa 52803

Reports to: Pastor Kirsten Lee

Effective: September 2023 - December 2023

Status: Part-Time

FLSA: Non-Exempt

Pay: Stipend \$1,000

Summary of Position:

We are seeking dynamic and committed small group leaders for our Fall *Pray and Play* program. This program provides a fun and safe place for kids on days off from school. Small group leaders will implement a quality program that enables kids to be creative and grow in faith.

In this position you will be committing to 2 days of Orientation before the program begins, the *Pray and Play* sessions on October 9, November 2-3, and December 21, with staff hours from 7:45am-4:30pm and a staff meeting the week before each session.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Supervises a group of up to 15 children in small groups ranging from 5 -10 years of age and always ensures participation in safe activities.
- Works with staff and volunteers to lead large group activities.
- Self-motivated to plan and implement program activities that are developmentally appropriate and consistent with Grace's values. Activities include, but are not limited to, field trips, arts and crafts, nature walks, indoor/outdoor games, Bible Study, and general recreation.
- Adheres to program standards including safety, risk management and cleanliness standards.
- Attending staff meetings and trainings.
- Follows Grace's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains positive relations with parents, volunteers, and other staff. Models relationship-building skills in all interactions.
- Other duties as assigned.

Minimum Qualifications:

- Must be at least age 16.
- High School Graduate, GED, or Currently Enrolled in High School.
- Previous experience working with children preferably in a day camp or school setting.
- CPR, First Aid, AED certifications - Training may be offered if needed.
- Previous experience with diverse populations preferred.
- Must pass pre-employment screening.
- Must be a legal resident or possess a work permit to work within the United States and complete an Employment Eligibility Verification I-9 form to be signed by the employee prior to the official date of hire. Must successfully pass a child abuse registry and criminal background check.

Physical Demands:

- Able to move up to 25 lbs. of equipment.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings. Which includes speaking, squatting, bending, and lifting. You will also be required to maintain visual contact and accurate count of all children assigned to you.

Core Competencies:

- Embodies GLC’s Mission: Accepts and demonstrates Grace’s values of welcoming and serving all those we meet with God’s love and compassion.
- Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.
- Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a positive experience for participants.

Additional Information:

In this position you will be committing to 2 days of Orientation before the program begins, the *Pray and Play* sessions on October 9, November 2-3, and December 21, with staff hours from 7:45am-4:30pm and a staff meeting the week before each session.

Please Send Resume & References To:

- personnel@gracewelcomesyou.org
- OR mail to Grace Lutheran Church (Attn: Personnel), 1140 E High St, Davenport IA 52803
- OR apply online at bit.ly/GraceJobApp

The employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____

Note: This description of duties and responsibilities reflects the overall requirements and general elements of the position. It is not intended as a detailed description of all tasks, activities, and job requirements. This job description is subject to change and other job duties could be added or assigned at any time.