

# **VOLUNTEER MINISTRY JOB DESCRIPTION**

## **Position: Children's Program Leader**

### **Nature of the Position**

The Children's Program leader is the facilitator of Sunday morning programming for the children of our parish. The goal of the program is to create an atmosphere and experience for the children that will teach, nurture and help them develop as individuals and in a Christian community to understand their faith and their Anglican heritage.

### **Outline of Responsibilities**

- Determine the theme of each session and develop both content and activities
- Deliver the program on scheduled Sundays
- Prepare for each session and set-up the space accordingly
- Maintain a safe educational environment for children
- Interact with parents
- Report concerns to the Ministry Team

### **Skills & Experience**

- A personality that enjoys working with children
- An ability to engage and communicate with children and their families
- An ability to design and implement faith programming appropriate to children

### **Boundaries & Limitations**

- The leader's underlying message should be consistent with **PARISH NAME HERE** ethos of acceptance and support for each person wherever they may be on their faith journey.
- The room where programming takes place will always have its doors open and accessible for parents and wardens to check-in on the children

### **Support, Supervision & Training**

- Under the direction of the Ministry Team

### **Participation Group**

- Children ages 12 and under

### **Screening Requirements**

- Police Record Check
- Agrees to Uphold the Job Description
- Signed affirmation of the Code of Conduct

### **Length of Term**

- 1 year renewable

### Benefits to the Volunteer

- Being recognized by the children and being a part of their faith formation
- A deeper sense of community through involvement with more people in the parish
- Developing friendships with other volunteers

### RISK ASSESSMENT REVIEW

<b>Risk</b>	<b>Description</b>	<b>Rating</b>
Participant	Children Under 12	High
Setting	Parlour, Baptistry	Medium
Activity	Education	Medium
Supervision	Always in Large Groups; Checked-on by Wardens during service	Medium
Nature of Relationship	Extends over time	Medium
Degree of Authority	Some Authority	Medium
Physical Safety	Minimal physical risks	Low
Financial	No financial involvement	Low
Privileged Information	Some possession of privileged information	Medium
Damaged Reputation	Potential risk of damaged reputation	High

### RISK ASSESSMENT: HIGH

*The risk for this ministry is high because although the majority of risks factors for this ministry are medium, the participant demographic and potential for damage to reputation is high.*

### RISK MANAGEMENT REQUIRED

- Agrees to uphold the job description
- Signed Affirmation of the code of conduct
- Police Record Check