

# CityChurch Ministry Position Description

## Ministry: KidCity

Position Title: **Elementary/Preschool Lead Teacher**  
Employee:  
Date: August 2022  
Reports To: Amy Richardson  
Job Status: Part-Time Non-Exempt  
Classification: Part-Time Staff

**Primary Objective:** To implement an age-appropriate curriculum for the children of the KidCity preschool program.

### Key Job Responsibilities includes:

- Deliver an engaging experience each Sunday that communicates the foundation of scripture, challenges our children to grow spiritually and serves as a building block for their growth as followers of Christ at an age-appropriate level
- Manage the classroom to ensure a safe and secure program
- Empower volunteers to accomplish the primary objective.

\*These duties are not exclusive and with consideration of your job requirements and other skills, the job description can be added to or taken away from at the discretion of your immediate supervisor.

### Supervisory Responsibilities:

None

### Position Specific Competencies:

- Associates degree or 2+ years equivalent work experience with children
- A heart for children
- Effective Organization Skills
- Excellent verbal and written communication
- Strong people skills

**I have read and received a copy of my Job Description.** I understand this overrides anything I have been given or told in the past. I further understand that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

\_\_\_\_\_  
*Staff Member's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*