



Open Position: Parent's Day Out Teaching Aide

St. Laurence Church is now accepting applications for the position of Teaching Aide in the St. Laurence Parent's Day Out ministry to begin as soon as feasible in January, 2019. The purpose of this position is to work with the Director and teachers to minister to the families and children enrolled in St. Laurence Parent's Day Out. The TA will assist the teacher and/or Director in providing a welcoming environment in which to nurture each child's spiritual, intellectual, social, emotional and physical development. In this nurturing environment, the TA will aid the teacher in helping children become aware of God's love for them through relationship, learning, exploration of the world around them, creative expression and play.

Qualifications the Candidate must possess:

- A commitment to the Lordship of Jesus Christ and the love of His people
- A working knowledge of the Old and New Testaments
- Recognition of the authority of Scripture within the context of Sacred Tradition
- An understanding of the Anglican Tradition
- Enthusiasm for the mission of the Gospel
- The ability to communicate effectively
- Experience in caring for young children - preferred
- The ability to perceive and interpret the verbal and nonverbal cues of preschool-aged children
- Demonstrate a love and enjoyment of young children
- A high school diploma or equivalent
- Valid Texas driver's license
- Minimum of 18 years of age
- Able to lift 25 pounds and interact with children on the floor

Responsibilities:

- Assist in serving the families and children of St. Laurence Parent's Day Out ministry
- Perform all job duties as stated in the St. Laurence Parent's Day Out Policies & Procedures handbook
- Help to provide a Christian environment in which the children may grow physically, emotionally, mentally, socially and spiritually
- Give each child the attention needed to assure his/her best welfare during all activities, i.e., eating, toileting, sleeping, playing, working, first aid needs, etc.
- Attend all training sessions

- Serve as an ambassador of St. Laurence Church and represent Christ to the families and children involved in the Parent's Day Out ministry, as well as to the community
- Communicate clearly with fellow staff members, parents and volunteers in a timely manner
- Approximately 12 hours per week
- Operate in a professional manner
- Participate fully in all activities of the children's day, including chapel and recess
- Assist in setting up for the PDO teaching day and in returning the classrooms and parish hall to standard configuration.
- Other duties as assigned by the PDO Director
- Schedule will be stated on the contract

Parent's Day Out Ministry Vision:

The mission of our Parent's Day Out is to serve families by providing a welcoming Christian environment in which to nurture each child's development and to be a place where children can experience God's love while engaging in fun and exciting learning.

Our program binds a comprehensive curriculum with the wonderful truths of God's love and grace to give the children a foundation for life-long learning.

Parish Profile:

St. Laurence Church is located in Southlake, Texas, which is northwest of Dallas. As part of the Episcopal Diocese of Fort Worth, we are a Christ-centered, liturgical Church, in the catholic tradition of Anglicanism. St. Laurence is orthodox in theology, reverent in worship, and serious about engaging the culture for the Gospel message of Jesus Christ. Our Parent's Day Out program is a natural extension of our outreach ministry to the families of Southlake, Grapevine, Colleyville, Keller and surrounding areas.

Salary: \$12/hour

Diocesan Policy:

Once a selection is made; a background check must be done by the diocesan office at no charge to the candidate. Any offer made to a candidate must be contingent on a clear background check. All diocesan guidelines pertaining to Children's Ministry must be vigorously followed.

Please send resumes by Jan. 14 or inquiries to:

St. Laurence Church
519 North Kimball Avenue
Southlake, Texas 76092
Phone: 817-481-3335

Email: office@saintlaurencechurch.org