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## TODDLERS COMMUNITY CO-LEADER

### **JOB DESCRIPTION**

The Toddlers Community Co-Leader will serve on Sunday mornings to assist the Community Leader in teaching two to three-year-old's a lesson provided by FM leadership, doing the associated bible story craft/game for toddlers, and reviewing a monthly Bible verse. They will participate alongside the leader in addressing any behavioral issues or concerns and will give feedback to Leader as needed.

### **JOB RESPONSIBILITIES**

- Assist in setting up the room, cleaning toys, giving snacks, and re-arranging furniture back to SDA format
- Facilitate bible story lesson, songs, and activities, as instructed by Leader
- Communicate with parents/primary caregivers during Sunday Gathering (i.e. bathroom needs, inconsolable crying, etc.)
- Assist in the check in and out process, making sure all toddlers have appropriate tags and appear on class roster, that parents have the right tag when checking out, and children are checked off on the roster as parents pick them up
- Communicate needs/concerns with Leader as needed

### **JOB REQUIREMENTS**

- Pass background check
- Must be comfortable engaging with parents and families
- Must not be immunocompromised
- Have basic understanding of computers and Check In/Out software
- Arrive at 8:15 am to attend morning huddle, prayer, and prepare for the morning