



Job title: ClubCove Team Member

FLSA status: Non-Exempt

Department: Program

Reports Directly to: Youth Ministry Coordinator

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Be a part of a team that oversees and cares for the SCM's summer guest's children by providing relational love and educational lessons and age-appropriate activities.

General Purpose: To serve and care for the guests by running age-appropriate bible lesson curriculum and activities for guest children during each summer program week. This is done to help facilitate both the children and parents better being able to connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Prior work or volunteer experience working with children and/or youth ministry (ex: babysitting, teaching, VBS leader, etc.)

Essential Functions/Responsibilities:

- Create, plan, and present program for children (groups range in age from infant to 12 years old) that includes daily Bible lessons, memory verse, songs, activities and games
- Build relationships with kids and parents through conversation and interactions
- Display good class management with the children
- Ensure child safety by following procedures and meeting needs as they arise.
- Give support, cooperation and encouragement to coworkers
- Represent Sandy Cove Ministries in a positive manner through interactions with guests
- Oversee care of equipment as well as organize and clean ClubCove area
- Perform any other reasonable task as assigned by the Youth Ministry Coordinator

Essential skills and experience:

- Self-motivated with ability to creatively solve problem.
- Ability to organize and lead lessons and fun activities
- Strong interpersonal skills
- Adaptable and flexible in dealing with last minute changes
- Good oral communication skills
- Sensitive to service and hospitality

Non-Essential Skills & Experience:

- CPR/First Aid Certification
- Formal course work in child development

Reporting to this position: None

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, swim, run, use hands, climb stairs, balance, stoop, kneel, bend, push, pull, see, talk or hear. The employee must be able to lift and/or move up to 50 pounds.

■ *Work environment:* While performing the duties of this job, the employee is typically inside, however can be exposed periodically to weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Created: 8-1-11
Revised:10-1-23