



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: KIDS ALIVE HOLIDAY HELPER

Our St Paul's mission is to bring people to Christ, build them in Christ, and send them out for Christ.

STAFF MINISTRY LEADER: Linda Stephens (Children's Minister)

VISION/GOAL FOR THIS ROLE: To enable kids ministry to run during the holidays while giving the volunteer kids leaders a break. The purpose of our Children's Ministry is to help children grow as disciples of Jesus.

TIME COMMITMENT: The aim is that each family would serve once per year (or more if they wish).

FOR: Anyone with safe ministry credentials OR a parent of a child in the program (can be with their child up to 5 times per year).

CHARACTER:

Be growing in their own faith in Jesus.

Be personally committed to St. Paul's church.

Be punctual and reliable.

Be friendly.

CONVICTION:

- Be actively engaged in a Christian life, through regularly attending a service.
- Live to give God the glory

KEY TASKS AND RESPONSIBILITIES:

- Arrive at 9.30 am in the CEC (room 3).
- Help set up any equipment, toys or play as directed by your room leader.
- Be ready, warm and WELCOMING to all children who come to the program.
- Look to INCLUDE children; ENCOURAGE them to join in with an activity with you. Sit alongside children talking with them about what they like in order for children to feel comfortable and loved.
- Be faithful in serving where rostered on. If you cannot make your date (holidays or illness etc). please let Linda know of these changes.

Supervision

No child is ever left alone. No leader or junior helper is ever left alone with a child.

If children require a band-aid or ice pak, call on the room leader.

TRAINING AND SUPPORT:

- You will be provided with a room leader who will give you support and direction. On-the-job training. This informal learning will happen naturally in your team.

OTHER:

Group Management

- Helpers should not physically discipline any child.
- Remind children and uphold our rule: Love God, Love others!
- Helpers must not show favouritism.
- If children wish to return to their parent/ guardian:
 - First check if they are injured or sad and ask what happened.
 - If not major, distract them or re-direct them to another activity.
 - Stay with them to help them settle. Call on the Team Leader if still upset.

Managing Children Under Five

- Keep your instructions and expectations clear and simple (*Don't grab toys off others. These toys are for everyone to share.*)
- Redirect their attention when upset or frustrated (e.g. leader reads a book, give them another toy, completes a puzzle with them, plays playdough with them...).
- If tantrums occur, move furniture/equipment away from the child so they don't hurt themselves and move other children away from the child. Don't talk to the child, simply keep an eye on them (for safety reasons) but ignore their behaviour until the tantrum subsides.

Initiating Touch

- Leaders aim to minimize touching children.
- Always ask permission from a child before touching them (e.g. hold hand up and ask, *High five?*).
- Children are the ones to initiate touch.

Appropriate Touch 0-2 Years

- Hugging, patting, sitting on lap, rocking, holding hands are all appropriate forms of touch for this age group.
- When a child is upset, re-direct or distract the child with an activity, game or craft.

Appropriate Touch 3-4 Years

- Open hugs, sitting on a lap or beside the leader, and holding hands are all appropriate forms of touch for

- this age group.
- When a child is upset, re-direct or distract the child with an activity, game or craft.

Toileting

- Nappies will be changed by parents. The room leader will contact the parent to come and change the child.
- Parents are to take their pre-schooler to the toilet before dropping the child off to Kids Alive. PRESCHOOL children will be asked if they need to go, and will go as a group to the bathrooms. Adult leaders will encourage and remind children when these times are. If a child needs to go outside of this time, check first with your room leader (quickly!) – we want to try and avoid accidents on the floor if we can!

AFTER Kids Alive

- Help PACK up the kid's room that you served in and wipe down all hard surfaces, door handles etc. with disinfectant. Make sure cleaning products are returned to the cleaning cupboard. Ask your room leader if anything else needs to be done.

THANK YOU.