**Children’s Advocate**

Job Description

**Job Title**: School Age Teacher

**Reports To**: Program Manager

**Team**: Children’s Ministry

**Job Status**: Full-time, regular – Non-Exempt, Essential Staff

**Hours**: AM: Mon-Fri 6:00a-3:00p (with a 1 hour lunch break)

PM: Mon-Fri 9:00am-6:00pm (with a 1 hour lunch break)

**Job Summary**: The School Age Teacher promotes and ministers to children ages 5-18 in the Children’s New Life Plan. This person cares for and enriches lives of children and families by implementing life-changing curriculum that supports spiritual, emotional, educational, physical, and future growth and well-being. (Children in this program must also have a parent in the New Life Plan at Raleigh Rescue Mission.)

**Job Duties and Responsibilities**:

* Model and live out the overall Vision, Mission, and Core Values of the organization
* Provide a safe, clean, and structured environment for all students, ages 5-18, by following best practice guidelines
* Prepare food and clean areas thoroughly to ensure safety of children
* Create appropriate weekly plans for children, to be approved by Program Manager
* Implement weekly plans at the highest quality level, enriching students at all times
* Identify child’s potential needs and communicate to Parent and Program Manager
* Communicate effectively with Parents through conferences and daily interaction
* Communicate effectively within Children’s Advocacy Ministry team and entire Raleigh Rescue Mission staff
* Reinforce language, behavior, and values that align with the Children New Life Plan
* Update and maintain student information to communicate to the Program Manager to input in Mission Tracker.
* Create and implement special events, to be approved by Program Manager (ie: mommy + me events, field trips, etc.)
* Transport children to and from school or therapy sessions, as needed
* Welcome volunteers and assist, as needed, to ensure a positive volunteer experience
* Participate in weekly team meetings and ongoing trainings
* Available outside of work hours, as needed
* Ability to step in for any aspect of the Children’s New Life Program at any time, as needed
* Help with homework, tutoring services and anything else that goes along with the child maintaining their academics.

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

**Job Skills and Requirements**:

*Raleigh Rescue Mission considers every position one of Christian ministry and every person a valued and vital part of our team. Therefore it is essential that all employees of the Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

* Desire to serve the Lord in ministry and share/cultivate His Love with others
* Excellent communication and teamwork skills
* Ability to make safe and appropriate judgement calls without supervision
* Excellent organizational, administrative, planning, and time management skills
* GED or higher education in field related to children or family studies
* Minimum 2 years working with children or families
* Ability to lift items of at least 30lbs weight
* Experience working with children in poverty and children in wealth, preferred
* Valid NC driver’s license
* Before hire: Qualifying Letter/TB Test/CPR/First Aid/NCID
* After hire: Emergency Info/Medical Report/Health Questionnaire/Prosolutions

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_