

## **Water Street Mission (WSM) Job Description**

### *Children's Ministry Coach*

**Summary:** To participate in the spiritual and emotional growth of each family (woman and children) through Biblical ministry & trauma informed care; involving each woman and child in experiences to promote the learning of healthy life-skills while actively participating in a healing environment and the Core Values of Water Street Mission.

#### ***The Children's Ministry Coach must be:***

- Willing to sign the Water Street Mission Statement of Faith
- A current member or regular attendee of a local church
- Able to fully support the Water Street Mission core values and ministry philosophy

#### ***Essential Duties:***

- Facilitate children's Ministry responsible for opening & closing the Children's Ministry room, supervising volunteers, monitoring safety of the children.
- Apply a trauma informed approach ensuring children's safety while mom's are in classes, Life Coach Sessions or Case Management meetings
- Maintain appropriate records & documentation in our database & through e-mail
- Ensure room is organized and clean
- Communicate observations and concerns to the Children's Ministry Coordinator or Supervisor on duty
- Serve as a parenting coach to female guests as assigned.
- Relate & teach life skills to children ages birth to 18
- Available evenings as assigned and as the need may arise in crisis situations.
- Cooperate and coordinate with Life Coaches & Case Managers in care for Guests
- Continue to be an active part of the spiritual development of the Children's Ministry
- Participate in special programs and events and in educational/training opportunities as requested (back-to-school supply programs, Christmas activities, etc)
- Communicate and cooperate with other WSM workers as needed.
- Other duties as assigned.

#### ***How duties will be performed:***

- Maintain a compassionate witness, exercising firmness with love and demonstrating joy
- Maintain appropriate boundaries with the women & children guests as directed by the Children's Ministry Coordinator and Director of Residential Ministries
- Communicate a perspective that aligns with a 'Bible-above' approach to culture
- Understand & articulate a perspective that balances the Biblical concepts of grace and truth

***Education and Experience: Experience teaching, developing lesson plans and working with at-risk children is required.*** Degree in teaching, experience in childhood development from ages of birth - 18, & 3-5 years of experience in a learning environment are required. Compassionate, ministry-minded person with an ability to connect with at risk families and build healthy relationships. Competency in Microsoft Office Products required. Knowledge in Outlook & ability to work with a database. Bilingual preferred.

#### ***Physical Demands:***

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel - *continuously*
- Lift and/or move up to 35 pounds - *occasionally*
- Weekend, holiday rotation, on-call hours

***Supervised by:*** Children's Ministry Coordinator

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### ***Christian Life:***

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.