

Little Lambs Session Coordinator Position Description

The Little Lambs Session Coordinator works alongside the Little Lambs Director and Associate Director to help administer the Little Lambs program, a ministry dedicated to introducing Jesus Christ to young children (ages 3-6) through teaching Bible, Creative Learning, Music, Crafts, and Free Play curriculum areas. Little Lambs has an annual enrollment of 100-200 students with four sessions held weekly from September through April.

The responsibilities of this position include, but are not limited to:

- Directing the activities of at least one Little Lambs session.
- Confirming that the session is fully staffed and assisting volunteers in securing substitutes.
- Being available to substitute in any teaching capacity, having studied the weekly curriculum.
- Assisting in the equipping and encouraging of the volunteer Little Lambs staff.
- Handling discipline and washroom issues during their session, communicating these to the Director, and deciding together if a parent needs to be notified by the Director.
- Being willing, if comfortable, to do some in-person or recorded public speaking for program narration, teaching, or training purposes.
- Working with Little Lambs families to connect them with each other, encourage them in their parenting, and help foster spiritual development of their family unit; paying special attention to the families without a church home.
- Working alongside Little Lambs volunteers with the hope of developing deeper relationships leading to mutual spiritual and personal growth.
- Providing prayer support for the Little Lambs ministry as a whole, as well as for the individual families.
- Evaluating the ministry objectively with other paid Little Lambs staff, and collaborating creatively to make improvements as needed.
- Performing other duties as requested by the Little Lambs Director.

Work Expectations: One Little Lambs session per week (3 hours), during the Little Lambs ministry year

Compensation: A stipend is provided for each week worked, weeks when Little Lambs is not in session (e.g. Christmas break) are not compensated.

Supervisor: Little Lambs Director