



# JOB DESCRIPTION: CHILDREN'S CLUB LEADER

## AIM

As a children's club leader, you aim to:

- Teach the Bible faithfully and truthfully to those in your kids club.
- Model the Christian life to the individuals in the kids club. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for each individual in the kids club.
- Be involved in the planning and implementing of the kids club program.

## RESPONSIBILITIES

You are directly responsible to \_\_\_\_\_  
[e.g. Session and the Minister]

## YOU ARE RESPONSIBLE FOR:

- Creating a programme for the term, including games, talks, craft, afternoon tea and delegating the organisation of these tasks to each leader.
- Looking out for the individuals specifically designated for you to look out for and encourage.
- \_\_\_\_\_ is responsible for creating and following the budgeting for kids club, as well as counting and banking the money collected each week.
- Carrying out your specific responsibilities within the kids club.
- Welcoming and speaking to the parents of the Kids Club members.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that no one person has an overwhelming work load.
- Ensuring that there is no breach of trust towards the members of the group or other leaders.

## REQUIREMENTS FOR THE POSITION

You must:

- Complete the Breaking the Silence application for working with children and/or young people form.
- Obtain a copy of the Breaking the Silence Information Pack.
- Sign all forms as required in the Breaking the Silence Forms Pack.
- Sign a copy of this job description.
- Complete the required child protection training.

## ACTIONS

- If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work along side with them in the organising and implementing of the specific tasks.
- When giving the club member's afternoon tea, it is important that you have asked parents/guardians what their child might be allergic/ sensitive too. If necessary, a separate afternoon tea may need to be provided for these individuals.
- The issue of administering first aid needs to be addressed by leaders. There are certain things that can not be administered, and in some schools, this includes bandaids. Leaders need to find out (from the Minister/Church) what they can administer to the children.



## **JOB DESCRIPTION: CHILDREN'S CLUB LEADER (CONT'D)**

### **CHILD PROTECTION PROTOCOLS FOR THIS POSITION**

- All children and others under your leadership, regardless of age, are covered by these protocols.  
NOTE: They do not replace the Code of Conduct or policy.
- Do not allow yourself to be in any area alone with a club member. You must have another leader with you.
- If a club member of the opposite sex comes to you for counselling, immediately take them to a club leader or Coordinator of the same sex as the club member who can talk to them. NEVER counsel or talk through issues with a club member of the opposite sex. When counselling the club member, ensure that there is another leader or the parent present when talking to them and ensure you talk to them in an open area, never a closed room.
- If you should need to speak to a club member about participating or helping out in a club event, ensure you do so in the vicinity of other people, with another leader present.
- If a club member needs to go to the bathroom, allow them to take a buddy with them of the same sex. This will prevent you from being left alone with them.
- If a child is distressed and needs to be consoled, it is important that a person of the same gender does the consoling. Ensure that another leader is with you at all times, and use your discretion when speaking and comforting the child.
- If a club member discloses information to you regarding any kind of abuse or neglect, you must divulge this information to \_\_\_\_\_, or the Child Protection Unit. However, be careful not to reveal this confidence to any other person.

I have read and understood this Job Description, the Code of Conduct and the child protection Policy:

Signed: \_\_\_\_\_

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