

Small Group Leader

Grace Lutheran Church, ELCA, 1140 East High Davenport, Iowa 52803

Reports to: Pastor Kirsten

Effective: September 2025-December 2025

Status: Part-Time

FLSA: Non-Exempt

Pay: Stipend \$1,000

Summary of Position:

We are seeking a dynamic and committed small group leader for our fall 2025 Pray and Play program. This program provides a fun and safe place for kids when school is not in session. Small group leaders will implement a quality program that enables kids to be creative and grow in faith.

In this position, you will commit to **four** program days of Pray & Play on:

- Monday, September 15
- Monday, October 13
- Thursday, November 6
- Monday, December 1

Staff hours are from 8:00am to 5:00pm, and there will be a staff meeting the week before each session.

Essential Duties and Responsibilities *(include, but are not limited to, the following):*

- Supervises a group of up to 15 children in small groups ranging from 5 -10 years of age and always ensures participation in safe activities.
- Works with staff and volunteers to lead large group activities.
- Implement program activities that are developmentally appropriate and consistent with Grace's values. Activities include, but are not limited to, walking field trips, arts and crafts, nature walks, indoor/outdoor games, Bible Study, and general recreation.
- Adheres to program standards including safety, risk management and cleanliness standards.
- Attends staff meetings and trainings.
- Follows Grace's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains positive relations with parents, volunteers, and other staff.
- Models relationship-building skills in all interactions.
- Other duties as assigned.

Minimum Qualifications:

- Must be at least 16 years of age.
- High School Graduate, GED, or Currently Enrolled in High School.
- Previous experience working with children preferably in a day camp or school setting.
- CPR, First Aid, AED certifications - Training may be offered if needed.
- Previous experience with diverse populations preferred.
- Must pass pre-employment screening.
- Must be a legal resident or possess a work permit to work within the United States and complete an Employment Eligibility Verification I-9 form to be signed by the employee prior to the official date of hire. Must successfully pass a child abuse registry and criminal background check.

Physical Demands:

- Able to move up to 25 lbs. of equipment.
- Ability to plan, lead, and participate in a range of activities in a variety of outdoor/indoor settings. Which includes speaking, walking, squatting, bending, and lifting. You will also be required to maintain visual contact and accurate count of all children assigned to you.

Core Competencies:

- Embodies GLC's Mission: Accepts and demonstrates Grace's values of welcoming and serving all those we meet with God's love and compassion.
- Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.
- Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better experience. Remains calm in chaotic and stressful situations. Establishes goals, clarifies tasks, leads group work, and actively participates in meetings. Strives to meet or exceed goals and deliver a positive experience for participants.

Please Send Resume & References To:

- personnel@gracewelcomesyou.org
- OR mail to Grace Lutheran Church (Attn: Personnel), 1140 E High St, Davenport IA 52803
- OR apply online at bit.ly/GraceJobApp

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ **Date:** _____

Note: *This description of duties and responsibilities reflects the overall requirements and general elements of the position. It is not intended as a detailed description of all tasks, activities, and job requirements. This job description is subject to change and other job duties could be added or assigned at any time.*

Grace Lutheran Church, ELCA is an equal opportunity employer. Grace Lutheran Church does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service, or any other characteristic protected by law.