

Children's Space Roster Job Descriptions

Planning Team

This involves meeting together once a term (and it's a really enjoyable meeting, honest!) and then preparing the activity and leading the session on the weeks you're on. We divide the terms up between the people available – usually 2, occasionally 3 sessions a term for each person.

The meetings will be on 12 Feb, 26 March, 18 June and 10 Sept, 7:30-9:30pm. Lots of support is given for people new to leading sessions :o)

We do also have a couple of people who like to attend and contribute to planning meetings, but are not currently in a position to lead sessions, and one person who can't attend planning meetings often, but is happy to lead sessions and prepare activities....so it's all pretty flexible really.

2to5 year olds

Session leader (a person from the Planning Team)

- prepares the planned creative activity, usually in co-operation with the person coordinating the older kids.
- sets up the 2to5s space before the service - cushions, easel, cd player, activity
- chooses the songs and leads mat time
- leads the interactive meditation and prayer activities (all the gear you need for these, including scripts, is in the Children's Space in a plastic basket in the top shelf of the cupboard by the mat)
- leads the creative activity time with Helper A's assistance
- decides when it's an appropriate time to get everyone to tidy up (if the service is really, really long, you can get everyone to sneak back in to rejoin their parents – this tends to finish the service in a hurry!)
- opens up the folding doors into the hall space once all children have reconnected back with their parents at the end of the session, so that the space can be used for morning tea
- Locks up the cupboards

Helper A

- reads the story during mat time if there is one – find the story on the bench by the notice board. Feel free to dramatise it or to use puppets or props if you want to.
- leads the prayer time if there isn't a story
- helps the Co-ordinator with the creative activity and makes sure that all children have named their work
- plays and interacts with kids once the creative activity is finished
- is responsible for making sure the kids take their work home with them at the end of the session – please take the pieces out to the parents if the children forget them

Helper B

- gets the toys out of the toy cupboard after mat time, and the play dough and dolls house out of the other cupboard
- maintains happiness and well-being by playing and interacting with the kids on the mat area
- keeps an eye on the meditation and prayer area and interacts with the kids using it, tidies it away if it's not appropriate for kids to play with the gear
- looks out for potential conflicts and deals with them proactively, helps kids resolve conflicts where necessary
- gives out morning tea at some stage during the free-play time (crackers are in the cupboard by the mat area) – you choose when would be a good time to do this – usually about 10 minutes after mat time somebody needs the distraction of food to cheer them up.
- delivers kids back to parents if they are upset, or if they want to return to their parents or if they need help with toileting or if they are not collected afterwards
- ensures all children re-connect back with their parents at the end of the session – please don't let them leave unless they have an adult to collect them, or else you can assign them to another adult to take them back if their parents are chatting and don't appear for ages.

Primary Aged Kids

Session leader (a person from the Planning Team)

- prepares the planned creative activity, usually in co-operation with the person coordinating the younger kids.
- sets up the hall space before the service (cushions, prayer gear, table, white board, cd player, song sheets, activity, story books, group tables...)
- chooses the songs and leads mat time
- leads the interactive meditation and prayer activities (all the gear you need for these, including scripts, is in the cupboard)
- shows a sample of the creative activity, and gives Helpers any instructions they need for doing it with their groups
- ensures that everything is tidied away when morning tea begins (especially the prayer gear before the little kids get to it!), and that the cupboards are left locked

Helpers C and D

- Work with the Years 1-3 children (5-7 years old)
- Join in with the mat time, sit next to kids who need help to sit still and focus
- During group time, take your group to their area and lead the activities. Instructions for these will have been emailed to you during the week. Usually involves reading a story, leading discussion, and doing a creative activity.
- Play games from the cupboard with the kids until church is finished
- When morning tea begins, pack all the gear and games away in the cupboards (the older kids are welcome to keep playing the games during morning tea, but only if you are willing to keep supervising them and to ensure that the little kids don't get into the games and that the gear is packed away properly)

Helper E

As above, but works with the Years 4-6 children (8-11 years old)

Helper G

As above, but works with the 5 year old children who have decided to move from the 2to5s group

- Helps 5 year olds get from the main auditorium out to the hall at the beginning of Children's Space
- At mat time, sits next to new 5 year olds, or ensures that they are with their C# buddy