

Cap Kids Summer Leader – Job Description

Accountability

Directly to Family Minister Sue Carabetta and further to the elders as represented by Mike Nichols/Kim Pierrot in periodic reviews

Responsibilities

- To provide oversight, direction and vision to the CapKids K-5 program for the 9 summer weeks.
- Communicate regularly with the Family Minister/Pastoral Staff
- To familiarize yourself with all CapSafe procedures and forms and see that these are followed in Capkids programs.
- develop themes for the summer and lesson plans
- To schedule volunteers as needed to assist each week.
- Coordinate supplies, purchases and craft preparations as needed for lessons.

Additional Notes

1. Position is not more than 15 hours/
2. All CapChurch employees are to be familiar with the Employee Handbook
3. Record of hours worked to be submitted every 2 weeks to the CapChurch bookkeeper and are considered an accurate representation of the work week.