

Hope Unexpected

Position: Teacher

Reports to: Program Director

Classification: Part-time up 5 hours per week

Pay Range: varies depending on qualifications and experience

Job Description and Expectation:

This person's primary responsibility is planning, teaching, and working with children during our weekly Monday Meets. Monday Meets run every Monday from 5:30p-7:30p as well as monthly staff meetings. The teacher will be responsible for all aspects of the program including teaching approved materials, facilitating crafts and story time as well as creating an environment full of grace, love and mercy. The ideal candidate will have a passion for ministry with young mothers and their children. This person will also love Jesus Christ and His Church.

Duties and Responsibilities

- Excellent verbal and written communication skills
- Works well with others- volunteers assigned to assist you
- Competency in using office equipment
- Good working knowledge of spreadsheets, word processing
- Self –starter, able to work independently
- Printing, preparing and purchasing materials needed (will be given gift cards)
- Strong organizational skills
- Attend staff meetings (once a month)
- Perform other duties as needed

Job Requirements

- A bachelor's degree or higher is a plus
- Experience working with children
- Candidate must have personal transportation to use as needed for job tasks
- Maintaining strict confidentiality concerning all participants of Hope Unexpected
- Flexible schedule and availability to work Monday evenings for Monday Meets

Staff Signature: _____ Date: _____