

Kids Ministry Captain

Reports to: Kids Ministry Leader

Hours Required: 6hrs Every alternate Sunday (8am-2pm, during 1st & 2nd service)

Job Summary: The Kids Ministry Captain ensures the overall safety of children in classrooms and in transit to/from the ballroom. He/she also ensures the overall safety of volunteers from potential outsiders (eg other hotel guests). The captain will help with security setup before 1st service, and pack up 5 of the Level 5 classrooms after 2nd service. For the spiritual health of this person, he/she needs to be a 3rd congregation attendee, preferably a member, but if not, is known by the leadership. He /she must care about others, take initiative, be reliable, be organized, be a good communicator and keep to protocol. For sustainability, it is preferred if this person is not an officer or a CG leader.

Primary Relationships: This captain reports to the Kids Ministry Leader. He or she will also be working with teachers, parents, kids and cross functionally with the operations team.

Detailed Job Description:

- Takes **charge of all security measures** as outlined in the Kids Min Security Protocol
- **Patrols all RHC floors** (levels 3 and 5) during **1st and 2nd services**
- **Available and in contact** with:
 - All teachers (every classroom will have a Walkie Talkie)
 - Kids Min staff on duty
 - Central coordinator (if there is one in the future)
- Is the **First Responder** to any emergencies reported by teachers via Walkie Talkies:
 - Accidents (he will get in touch with the Doctor on duty for that service, or have the discretion to call 995)
 - Intruders (he will go to the classroom and contact hotel security if needed)
 - Emergencies (he will get in touch with the Kids Min staff or Doctor on duty for that service)
 - Urgent questions (he will get in touch with the Kids Min Staff on duty)
- Act as **momentary substitute** second teacher whenever a teacher needs to step out
 - This is to help maintain “kids never alone with 1 teacher” policy
- **Sets up Level 5 classrooms** before they open (by 9:00 am)
 - Picks up master room key from Reception
 - Sets up all 9 gates:
 - Set-up team will deliver Jolly Trolleys to every classroom by 8:00 am
 - Gate at every hotel room, door propped open with a stopper + finger pinch guard
 - Gates up in Creche (507) and Playhouse (508) toilets as there are no bathroom doors in these two rooms
 - Place classroom sign on the wall next to each room number
 - Plugs in, sets up and tests every Walkie Talkie
 - Puts out the Bluetooth Speaker on the Jolly Trolley



- **Packs up 5 of the Level 5 classrooms** after 2nd service (all except Greenhouse and Boathouse)
 - Takes down the safety gates in the 5 classrooms and hangs them on to the Jolly Trolley
 - Packs away door stoppers and finger pinch guard
 - Takes down and packs away the classroom signs into the Jolly Trolley
 - Unplugs and packs away Walkie Talkies in the Jolly Trolley
 - Brings 5 trolleys (all except Greenhouse and Boathouse) to Level 3 studios
 - Returns master room key to Reception by 1:45 pm
- **Reports any incidences** and suggests ways to improve security for Kids Min
- **Main Kids Min contact** for those in the Ballroom/hospitality team (for potential central co-coordinator in the future)

Expectations:

You are contributing to the team in the way we expect when:

- You deliver on all the key performance indicators.
- You serve humbly and graciously, submitting yourself to the elders and in all things to Christ who is the Head of the Church.
- You cultivate intimacy with Jesus in your own heart so that your work is a Spirit-filled overflow.
- You actively pursue and model a godly life.
- You honestly think it is an honour to be a part of our mission and work closely with your peers to encourage this culture.
- You are connected to and integrated within the Church.

Please submit your cover letter and resume to hr@rhc.org.sg