

Wesley United Methodist Church

August 2022

21 East Franklin Avenue

Naperville, IL 60540

www.wesleykidsdayout@gmail.com.Phone: (630) 355-1758 Email: info@wesleynaperville.org**Position Title:** Wesley's Kids Day Out Classroom Teacher**Reports to:** Wesley's Kids Day Out Director(s)**Job Objectives:**

The classroom teacher will be responsible for setting up and keeping a safe and organized classroom. The teacher will be responsible to develop and implement the classroom schedule.

Responsibilities:

- Responsible for supervising the children in the classroom, providing rules and regulations and appropriate discipline when rules are not followed.
- Plan age appropriate crafts, table activities, and circle time for the room,
- Expected to attend both the teacher orientation and "Meet & Greet" orientation.
- Carry out cleaning guidelines in the classroom and shared areas.

Expected Education, Skills and Expertise:

- Early childhood care experience required; early childhood education classes preferred but not required.
- The classroom teacher should have good communication skills and enjoy being with children.
- The classroom teacher will successfully complete Safe Sanctuary training (training is provided), CPR/First Aid training, and have a current background check.

Vacation:

This position is not eligible for paid vacation.

Hours:

- 8:30 am to 2:15 pm
- Monday, Wednesday, and Fridays, September through May following the District 203 schedule
- Summer staff opportunities are possible.

Application:

Applications should be sent to the Kids Day Out Director(s) at the above email address or mailed to the church.

Disclaimer:

The above information is intended to describe the general nature and level of work to be performed in this position. This description is not intended to be interpreted as a complete list of all duties, responsibilities, or requirements for this position.

**Safe Sanctuaries Policy
Wesley United Methodist Church**

Employment Application – Wesley United Methodist Church

Full Name: _____ Date: _____

Position to which you are applying: _____

Home Address: _____

Daytime Phone: _____ Cell Phone: _____

Home Phone: _____ Email: _____

Occupation: _____

Last Employer: _____

Job Responsibilities:

Previous Experience with children and/or youth:

Special interests, hobbies, or skills you would like to share:

Can you make a one-year commitment if hired? Yes or No

Do you have your own transportation? Yes or No

Why do you want to work with children and/or youth?

What gifts, education, training, or interests do you have that will help you work effectively with children and/or youth?

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What are your views on appropriate discipline?

Have you ever been charged with, convicted of, or pled guilty to a crime, whether misdemeanor or felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or serious motor vehicle violation)? Yes or No

If yes, please explain:

Have you ever had to deal with a child abuse situation in any way? Yes or No

If yes, please explain:

Please provide 3 personal references (people who are not related to you and not living in your home) and provide their address, two phone numbers (if possible), and an email. Please state your relationship to each person.

x

Signature of applicant

Date

**Safe Sanctuaries Policy
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Reference Check**

Applicant:

Reference name:

How do you know the applicant? For how long have you known him/her?

How would you describe the applicant?

How would you describe the applicant's ability to relate to children and/or youth?

Would you have any hesitations or concerns about the applicant working with children and/or youth? If so, what are they?

Are there any other comments or thoughts you would like to share?

x

Completed by

Date