

**Promise Class Staff (for youth/children/young adults with special needs)**  
*Alpharetta Presbyterian Church*

Hours and Duration:

1. Sunday mornings for church services and periodic Parents Night Out events.
2. Arrive 15 minutes prior to the event or Promise Class.
3. When the event is over, stay until all participants are with a responsible adult named on the participant's registration form.
4. Communicate in advance by phone to Director of Open Arms Ministry any absences: a. Planned absences must be given two weeks ahead of time.  
b. In the case of last-minute illness, contact the DOAM by phone at least one hour prior to his/her shift so a replacement may be found.
4. Opportunity to work additional hours such as Holy Week, Christmas Eve, or special events.

Supervision: Report to the Director of Open Arms Ministry. Work cooperatively with Open Arms Ministry. Annual performance review.

Responsibilities:

Work to provide safe, secure, nurturing, and effective care to our children, youth and young adults with special needs. Ministry responsibilities include engaging with the participants such as directing their play, reading Bible stories to them, engaging participants in related themes and lessons, praying with participants and exhibiting patience and love.

1. Responsible for maintaining a safe environment and interacting with participants through games, stories, crafts and play.
2. Straighten room and clean any used toys/beds before leaving. Return all supplies to the supply room.
3. Work cooperatively with other Promise Class staff and church volunteers.
4. Attend child safety training and abide by the child safety policy and classroom expectations
5. Maintain a work schedule and fill out a time sheet.

Qualifications and Characteristics:

1. Enthusiastic. Polite, friendly and courteous; dependable and prompt; experienced in the care of youth or children with special needs with the ability to adapt and interact with a variety of personalities and characteristics.
2. The ideal candidate will have earned or be working toward a related degree.
3. Successful completion of criminal record and child abuse background check and completion of training in APC's Child and Youth Safety Policy.
4. Must present the results of a current (within year) TB test and current immunizations, and must be at least 21 years of age.
5. Must have current American Heart Association (AHA) or American Red Cross (ARC) CPR training/certification for infants and children and adults, or be willing to complete a CPR course at church expense.