

## **Children's Leader**

### **Organization:**

FaithWorks of the Inner City  
Oklahoma City, OK  
Part-time

### **About Us:**

FaithWorks of the Inner City is a nonprofit ministry dedicated to meeting the educational, spiritual, and physical needs of inner city children and their families. We work closely with the community through year-round programs, seasonal events, and strong relationships rooted in faith and service.

### **Position Summary:**

The Children's Programs Leader is responsible for assisting with the supervision, engagement, and safety of children enrolled in the FaithWorks After-School Program. This role includes daily support in transitioning children from school to the program site, facilitating activities, encouraging positive behavior, and helping maintain a safe and welcoming environment for all students.

### **Key Responsibilities:**

- Arrive on time each program day
- Ensure the safe and orderly transition of children from various elementary schools to the program facility
- Assist students with storing personal belongings in designated areas upon arrival
- Actively engage with children during snack time to foster a welcoming and supportive environment
- Prepare and arrange sports equipment, safety cones, and other materials necessary for daily activities
- Provide supervision and guidance to children during scheduled enrichment activities ("specials"), ensuring participation and appropriate behavior
- Monitor and support students during meal periods, encouraging respectful behavior and maintaining cleanliness
- Address behavioral concerns using respectful, age-appropriate discipline strategies. Utilize time-out when necessary, and seek support from supervisory staff in challenging situations.
- Maintain a clean, organized, and safe environment by completing assigned cleanup duties before departure.

### **Preferred Qualifications:**

- Commitment to the mission of FaithWorks and a passion for working with children
- Punctual, reliable, and able to follow through on responsibilities

- Able to work collaboratively with other team members and supervisors
- Ability to supervise and engage children in a positive and encouraging manner
- Ability to lead small group activities and adapt to a dynamic, fast-paced environment
- Previous experience working with children in educational, recreational, or childcare settings
- Bilingual in Spanish is a plus, but not required
- Flexibility to work occasional evenings or weekends for events

**Key Traits for Success:**

- Consistently arrives on time, follows through on commitments, and communicates proactively with supervisors
- Maintains a respectful and positive attitude with children, families, and team members at all times
- Demonstrates calmness and adaptability when managing a variety of student behaviors and situations
- Willing to collaborate, support peers, and contribute to a unified and caring program environment
- Takes ownership of responsibilities and anticipates the needs of the group without needing constant direction
- Shows genuine care for the well-being, growth, and emotional needs of each child
- Committed to the mission and values of FaithWorks of the Inner City

**Work Schedule & Location:**

This is a part-time position based at FaithWorks in Oklahoma City. Regular work hours are Tuesdays, Wednesdays, and Thursdays from 2:30 PM to 6:00 PM, following the local school calendar. Occasional flexibility is required for weekend events or special programming. We understand the demands of school schedules and strive to offer flexibility for students or staff pursuing education.