

EVERYARKANSAN

Job title	<i>EA KIDS Little Rock TEAM LEAD</i>
Reports to	<i>COO - JOHN BOYD</i>

Job Description

The EA KIDS Little Rock Team Lead is responsible for leading the daily operations of the EA KIDS Out of School Program while creating a fun, safe, and effective learning environment for the children we serve. This includes:

- Setting the tone and culture for the team
- Managing staff and supporting their development
- Overseeing the program's curriculum and schedule
- Maintaining program facilities and equipment
- Ensuring a strong, positive public image of the program

Duties and responsibilities

The following responsibilities serve as a general guide and are not exhaustive. The ultimate goal is to help fulfill our vision: **"Every Arkansan, chasing their God-given dreams."**

Program Oversight

- Lead the day-to-day operations of the EA KIDS Out of School Program.
- Ensure program activities reflect EA's mission and values.
- Oversee team scheduling, site planning, and daily logistics.
- Establishing and building a culture of accountability, professionalism, and relationships.
- Build up the enrollment of kids in the program. Be the example of consistency in their lives.
- Implement a disciplinary system and accountability for the kids.

Spiritual Development & Curriculum

- Support the spiritual growth of the EA Team as well as the students under your care through consistent engagement.
- Collaborate with staff to develop a mission-aligned curriculum.
- Possibly Lead Bible studies and chapel services as part of EA Academy
- Be open if other in school opportunities arise.

- Establish and create more opportunities for parent involvement, growth, and spiritual guidance.

Staff Leadership

- Work with the COO to hire, train, and supervise staff; maintain clear job descriptions and personal development plans.
- Manage performance and disciplinary processes in coordination with the COO.
- Foster a strong, mission-driven team culture.

Facilities & Equipment Management

- Ensure all facilities meet local, state, and federal safety regulations.
- Oversee daily cleaning, maintenance, and long-term planning for vehicles and equipment.

Safety & Compliance

- Ensure full compliance with all childcare laws and safety standards.
- Oversee background checks and licensing for all staff and volunteers.
- Report any safety or security concerns to the COO.

Parent & Community Engagement

- Serve as the public face of the program.
- Communicate policies and updates with parents and community partners.
- Help determine program fit for families through meetings and outreach.

School Partnerships

- Lead engagement efforts with schools attended by program participants.
- Build relationships with faculty to support student success.
- Prioritize strategic partnerships with schools such as Martin Luther King Elementary, Dunbar Middle, Horace Mann, and others

EA Academy Involvement

- Contribute to the development of EA Academy's spiritual formation program.
- Lead or support regular Bible studies and chapel sessions.
- Help maintain and set up the building for its new dual purpose.
- Creating opportunities for Kids program and school crossover & collaboration

Volunteer Engagement

- Build back the Volunteer base and Lead volunteer efforts—coordinating projects involving and benefiting the kids in our programs.
- Create opportunities for volunteer engagement across churches and communities.
- Actively recruit and work to bring in more volunteers.

Qualifications

The minimum qualifications required to successfully perform the job are as follows.

Qualifications include:

- High School Diploma or equivalent.
- Believe in the Mission and Core values of Every Arkansan
- Ability to be flexible and capable of coming up with alternative solutions on the spur of the moment.
- Excellent communication and interpersonal skills.
- Must possess a positive attitude. Believing that kids are not bad, they just make unwise decisions.
- 5 + years experience in child enrichment programs

Working conditions

Let's be clear—this isn't a desk job. If you're looking for a quiet corner and a 9-to-5 routine, this probably isn't it. We're on the move—literally! Whether it's leading Bible studies, managing a team, or calming a frustrated parent, you'll be hands-on and fully present in the life of this program.

While your typical schedule will depend on the season, flexibility is key. When challenges pop up (and they will), we need someone who can show up with grace, confidence, and a cool head.

You'll encounter kids who test limits and parents who test your patience. Your role? Listen well, lead with love, and respond with truth—always in a Christ-like way. Standing firm doesn't mean being harsh; it means showing strength wrapped in compassion.

This job is messy, meaningful, and full of moments that matter. If you're in, bring your sneakers, your Bible, and your best "let's do this" attitude.

Physical requirements

This role comes with a full-body workout—no gym membership required. You'll need to run, jump, and play like one of the kids (maybe even outlast them). Expect to channel your inner camp counselor, lifeguard, and part-time WWE referee—all in the same day.

You'll be on your feet a lot, often in the heat, possibly holding a hose, dodging water balloons, or bracing for impact from a kid on a slip 'n slide. Quick reflexes are a plus.

Lifting little ones—whether it's for a comforting hug or a scraped knee rescue—is part of the job. So is squatting, kneeling, chasing, high-fiving, and carrying whatever the moment calls for.

In short: if you love Jesus, love kids, and don't mind getting sweaty while making an eternal impact, you'll do just fine.

Expected Hours

Hours vary based upon the programs that are taking place. During **the school year** you are expected to work daily from **Monday - Friday; 9am – 6pm** with a 1-hour lunch. During **the summer** you are expected to work from **Monday - Friday; 8am – 5pm** with a 1-hour lunch. While we are able to be **flexible occasionally** for family emergencies and gaps in childcare. We are unable to allow consistent leaving of the program to attend to personal matters. **The Prime**

Time of Hours with the kids (1pm-6pm) need to be attended in full. Additional programs may require you to work on Saturdays sparingly throughout the year.

Direct reports

You will directly report to the EA Chief Operations Officer.

I have received and reviewed this job description and understand the expectations for this role.

Team Lead

Date

Approved by:	Andrew P Davis
Date approved:	August 17, 2025
Reviewed:	August 17, 2025