

# EVERYARKANSAN

<b>Job title</b>	<i>EA KIDS Little Rock Team Member - Part Time</i>
<b>Reports to</b>	<i>EAK LR Team Lead</i>

## Job Description

An EA KIDS Little Rock Team Member is responsible for engaging and impacting the lives of kids in the EA KIDS Out of School Program by creating a fun, safe, and effective learning environment. This includes:

- Being a part of building and continuing a positive and collaborative culture
- Engaging and impacting the lives of kids
- Implementing the program's curriculum and schedule
- Maintaining program facilities
- 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 Implementation

- Build relationships with the kids daily, be a source of consistency and accountability in their lives.
- Model Gospel behavior.
- Deliver curriculum based lessons provided by the ASP Team Lead.
- Run, play, jump with kids, this is a full body workout every day.
- Design activities, games, crafts, etc to further engage kids in the program, lessons and healthy life choices.

## Administrative Duties

- Maintain communication and respond to phone calls, Slack messages, and text messages in a timely and professional manner.
- Keep your Google calendar updated with clear and specific information.
- Aid the ASP Team Lead with enrollment, disciplinary system, credit card reports, parent communication and other administrative duties.

## Spiritual Development & Curriculum

- Lead Bible studies
- Create ideas for parent involvement, growth, and spiritual guidance.

## Facilities & Equipment Management

- Ensure all facilities are kept clean, organized and meet local, state, and federal safety regulations.
- Participate in daily cleaning, maintenance, and long-term planning for facilities and equipment.

### **Compliance**

- Must be in full compliance with all childcare laws and safety standards.
- Be ready and willing to receive feedback and training from the OSP Team Lead on your performance.
- Able to change and adapt to the needs of the team and the children we serve.
- Bring a positive attitude and build up your team mates and provide support to the OSP Team Lead.
- Serve as a public face of the program.

### **School Partnerships**

- Be a part of 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

### **Volunteer Engagement**

- Build relationships with and lead volunteer efforts to benefit 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.
- 2+ 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 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 **Mon, Wed, Fri: 1pm-6pm; Tues & Thurs:** with a 1-hour lunch on full days. During **the summer** you are expected to work from **Monday - Friday; 8am – 4pm** 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 Kids Little Rock Team Lead.

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

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Team Member

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Date

<b>Approved by:</b>	<i>Andrew P Davis</i>
<b>Date approved:</b>	<i>August 19, 2025</i>
<b>Reviewed:</b>	<i>August 19, 2025</i>