

## **Job Description Program Table Leader**

**Job description:** JD23004

**Revision date:** 05 October 2023

**Department:** Operations

**Reports to:** Class Administrator

**FLSA status:** Program Table Leader; non-compensated

**Prepared by:** Spencer Underwood, Program Coordinator

**Approved by:** Winston Greer, Executive Secretary

### **SUMMARY**

The Table Leader is responsible for assisting the release time Bible class Teacher in the assigned program by helping the Class Administrator and other Table Leaders with (1) set-up and break-down of table and seating arrangements, (2) placement of lesson materials (e.g., the Student Guide, Bibles, etc.) at student seats, (3) handing out student snacks and refreshments as directed by the Teacher or Class Administrator, and (4) during the lesson, being a mentor and Teacher aide to help students find Bible passages, complete lesson and activity assignments, coach during table group activities, etc. Table Leaders influence SMA effectiveness and impact on reaching public school students with Bible education by being that close mentor to students as assigned by the Class Administrator, and (b) assisting the Teacher – as opportunities arise – with explaining to students the plan of salvation presented in the Bible – that is, confession of and repentance for personal sin, acceptance of the atoning sacrifice in the shed blood of Jesus Christ, belief in His resurrection, and submission to His Kingship for life direction. The Table Leader can influence perceptions of client stakeholders – parents, students, program Teachers, other volunteers, school administrators, etc. – as well as the public at large about the value, integrity, and overall quality of the SMA mission and programs.

**REFERENCE DOCUMENTS**

1. School Ministries, Inc. Statement of Belief
2. School Ministries Alabama Child Protection Policies

**ESSENTIAL RESPONSIBILITIES & DUTIES**

1. A Table Leader should be willing to commit to serve the program class for a full semester. This will typically involve approximately 18 weeks of classes with about two hours required for each class.
2. Table Leaders must inform the Class Administrator in advance and as soon as possible if they will be absent or tardy to any class meetings.
3. Table Leaders should arrive 20-30 minutes prior to the scheduled starting time for the class, and be prepared to stay 15-20 minutes after class, to ensure set-up and break-down activities have a smooth transition for beginning and ending class sessions, and to coordinate information exchange with the Class Administrator or Teacher if necessary about needs or concerns of any assigned student(s).
4. Table Leaders should mute all electronic devices before the students arrive at each class session or meeting, and request that students do the same (if the school does not have an electronic devices policy that requires the same). **PHOTOGRAPHS AND VIDEOS OF STUDENTS OR CLASS SETTINGS ARE STRICTLY PROHIBITED WITHOUT PRIOR *PROGRAM* ADMINISTRATOR PERMISSION.**
5. Table Leaders must remember that all actions or words that are taken or said will be noticed by the students. Table Leaders must act respectfully and patiently with everyone, and especially students.
6. Outside the classroom Table Leaders should maintain a strong personal connection with the Lord, to effectively mentor the students to also have a strong personal connection with the Lord.
7. Table Leaders should direct any questions or concerns to the Class Administrator.



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### **QUALIFICATIONS**

1. A clear multi-state background criminal check and agreement to abide by School Ministries Alabama Student Protection Policies.
2. Affirmation of the School Ministries, Inc., Statement of Belief accompanied by a Christian and Biblical worldview and practice; we suggest attendance at an evangelical Christian church.
3. Ability to communicate with clarity the Biblical message to students, peers, and the community at large.

### **PHYSICAL DEMANDS**

1. 20/20 vision (correctable).
2. Able to lift fifteen (15) pounds.
3. Able to collect and maintain written and electronic records and communicate effectively.
4. Able to personally attend assigned classes and meetings.