



Position Available

Kaleidoscope Ministries at The Well is currently looking for the right individual to serve as **Head Caregiver** for the **Carnivale! Program**, a respite care program for families with children with intellectual and developmental disabilities.

The Head Caregiver (HC) is responsible for the care and safety of the children attending each Carnivale!. To meet that requirement, the HC will be responsible for leading a team of nurturing volunteers that provides the direct care to the children as well as providing a safe and secure facility. The HC is responsible for assigning volunteers to specific areas or assignments as well as to children requiring one-to-one care. Knowledge of each child is critical in order to provide the level of care necessary to provide a safe, secure and nurturing environment.

Duties of Position

1. Be available for each Carnivale, six Friday evenings, each school year. Oversee operations of children's activities from arrival of first child (5:30pm) to departure of last child (9:30pm).
(Remaining dates: 12/8/17, 1/26/18, 3/9/18, 5/18/18)
2. Become knowledgeable about all children participating, especially those with disabilities, in order to know how to provide best care.
3. Help plan, schedule and prepare activities for children participating in Carnivale! Program by working closely with the Administrator of the program.
4. Ensure necessary supplies are available for the evening.
5. Assign duties to volunteers for all activities throughout the evening.
6. Help oversee and ensure the safety and well-being of each child during the evening.
7. Oversee and ensure the security of activity areas while in use by children.
8. Responsible for handling behavior challenges, working with Carnivale! Administrator, if necessary, for resolution.
9. Work with Carnivale! Administrator to ensure each volunteer has fulfilled the training requirements.

Skill Requirements for Position

1. Love and passion for all children.
2. Background and willingness to work with children with cognitive and intellectual disabilities as well as typically developed children.
3. Patience and understanding of all people – children, parents and volunteers.
4. Previous history leading a group of volunteers. (Preferred)

Reports to: Carnivale! Administrator

Available: Immediately. Stipend available.

Questions: Gail Hoffmann, *Carnivale!* Administrator, Chair of Kaleidoscope Ministries
Email: hoffmannda@aol.com, Phone: 952-322-5796 or 952-210-7860

Resumes and/or Letters of Interest: Send to - Carol O'Neill, Church Administrator
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