

Job Description

Title: Childcare Worker

Reports To: Nursery Ministry Lead

FLSA Status: Non-Exempt

Prepared By: Deb Jaime

Ministry: Paid Childcare

Classification Grade: T-1

Approved By: Human Resources

Approved Date: 04/08/2018

Essential Organizational Core Values

- **As an Individual Leader:** The Childcare Worker is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Paid Childcare Team and RLM Staff Team:** The Childcare Worker has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals as well as Real Life Kids objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

Care for a group of children by performing the following duties.

1. **Primary Responsibilities (80)Essential Duties and Responsibilities** include the following. Other duties may be assigned.
 - Equip, lead and inspire children through the implementation of the vision, mission and values of Real Life Kids.
 - Responsible for ministering to all the children in the classroom.
 - Foster an environment in accordance with our Real Life Kids values.
 - Engage with children at their level of play and are encouraged to seek out those children who are having a tough time adjusting to the classroom.
 - Implement strategies to connect and communicate with parents that supports them in the discipleship of their children.
 - Look for opportunities to pray with the children on a regular basis as well as speak into their life.
 - Assist in the general flow of the classroom.
Could Include: Teaching a lesson, preparing a snack, craft, clean and stock rooms ect.
 - Check children in and check out according to established policy and procedures.
 - We value ministering to each child and their parents as they drop children off and pick them up. Our desire is to take ground for Jesus and share His love with those we come in contact with.
 - Customer service is a priority. We want to show Christ's love to each family and make them feel warm and welcome. Respond promptly to requests for assistance. Make eye contact, smile and be approachable.
 - Keep work area clean and orderly and minimize personal property within eye site and reach of the children and families we serve.

2. Team Function (10 %)

- The Paid Childcare team is your “first team”. Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Must live out RLM’s Organizational Core Values on the Real Life Kid’s Team.
- Active participant in team meetings and discussions.
- Attend and participate in RLK training sessions.

3. RLM Staff Relations (5%)

- This position is considered a “support ministry” to all ministries that fall under RLM’s Organization.
- Interface with leaders and staff of other ministries in the church.
- Must live out RLM’s Organizational Core Values.

4. Miscellaneous (5 %)

- Represent Christ and the Church in the community in a Godly way.
- Value and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.
- Participate in All-Church functions as well as global trainings that fall outside of the specific job description.

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- A strong marriage and family life visible to others.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- A willingness to work a flexible work schedule in addition to seasonal all-staff events.
- Must be 16 years of age or older as most shifts are primarily evenings.
- Positive Attitude- Optimistic, grace giving spirit. See’s opportunities instead of problems in a way that positively impacts our team culture.
- Spiritual Discipline- Commitment to the ongoing exercises that foster growth in your personal walk with Jesus.
- Team Player- One who sets aside personal agendas in a coordinated effort with other members of the team to better the team and accomplish the mission.
- Relationship- Through God’s power, intentionally living out biblical principals by being transparent, accountable, dealing with conflict and encouraging one another towards spiritual growth that glorifies God.

- Responsible Self Starter- someone who has consistent and punctual work attendance, who takes initiative to accomplish their role, overcome challenges, and take ground for Jesus in ministry.
- Character/Integrity- Honesty, reliability, teachability, humility, spiritual discipline and willingness to be entreated.
- Biblical Conflict Resolution- Go to the person and confront in love. Be specific and direct in identifying the issue and your feelings. Listen and clarify what each of you heard and shared in the conversation. If unable to resolve the issue then go and ask the ministry leader to mediate. After the issue is resolved follow up with the person in a day or two.
- Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Communicates changes effectively
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Physical Abilities required

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate and occasionally loud.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- **Volunteering**- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Request form and turn into HR.

Employee Name: _____

Employee Signature: _____ Date: _____