

**POSITION TITLE:** Childcare Team Member  
**DEPARTMENT:** School Childcare

## OVERVIEW:

**Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus.**

This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

## ROLE SUMMARY:

The Childcare Team Member is a key contributor to the overall success of how our school serves and nurtures students and their families. Team Members will be required to interact with students, staff and parents in a manner that is honoring to God and upholds the integrity and mission of the school. Team Members supervise children to ensure safety and development in social, emotional, physical and spiritual areas.

## QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Faithfully attend and actively participate in a local church that is in agreement with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life, verified annually.
- Completed High School or GED equivalent.
- Appropriate and neat appearance

## ABILITIES:

- Creative, forward thinking, and problem solver.
- Detail oriented and organized
- Great interpersonal skills to build relationships with students, parents and staff

## KNOWLEDGE, SKILLS and DEMANDS

### Knowledge

- Clear understanding of Child Development
- Acquire an understanding of Foothill Church's culture and basic theological principles.
- Gain basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

### Skills

- Microsoft Word
- Microsoft TEAMS platform
- Google DOCS

### Relationship Building

- Work well with others and promote harmony in the workplace
- Demonstrate the ability to handle student behavioral issues in a measured fashion.

- Promote school programs and student activities
- Provide Prayer and basic counseling to students
- Maintain biblical integrity when interacting personally with constituents.

#### **Mental Demands**

- Carefully follow directions and procedures.
- Ability to take constructive criticism and design suggestions.
- Interpersonally agile; easy to approach and talk to.

#### **Physical Demands**

- Standing for longer periods of time
- Lifting 25 pounds

#### **Environment**

- Maintain safe and clean working conditions in the areas assigned.
- Work well with others and share resources
- Work in a fast moving environment

#### **Technologies**

#### **SPECIFIC DUTIES and RESPONSIBILITIES:**

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- Prioritize the supervision, safety and health of all students
  - Calmly handle First Aid situations and complete any related documentation
  - Monitor the release of each student, maintaining an alertness for anyone unfamiliar
  - Provide fun activities, games and exercises for the students
  - Perform all duties and responsibilities as requested by school leadership

#### **REPORTING:**

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- Reports directly to the Director of Childcare.
  - Amenable to the Assistant Director of Childcare

#### **SHARED VALUES:**

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
  - **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
  - **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
  - **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
  - **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

#### **POSITION TYPE:**

- Part Time / On-Call / Temporary
- Non-Exempt
- Support

**Schedule:** Various days between Monday and Friday

**Hours:** Various times between the hours of 6:30am to 6pm

**Pay:** \$16.50 per hour

**Benefits:** Retirement Plan, Bereavement, Paid Sick Leave available based on position type.