

## **CHILDCARE LEADER FAMILY MINISTRIES**

### **OVERVIEW:**

Foothill Church exists to glorify God by leading people into a growing relationship with Jesus Christ, rooted in the gospel. 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 will 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 Leader will serve the Foothill Church body with a primary focus on caring for children ages infant, toddler, preschool and K-5th. The Childcare Leader has a great opportunity to share the love of Christ and the gospel message with kids and provides support and leadership during our Sunday services. Additional work may be available for days and times outside of Sunday mornings. These events may include prayer services, Foothill Church classes, groups, and other special events hosted by Foothill Church.

### **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.
- Covenant Partner or in process of becoming a Covenant Partner.
- Reflect their relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- High School diploma.
- A clear understanding of child development.
- Excellent interpersonal skills to build relationships with parents.

### **ABILITIES:**

- Mature faith in Jesus Christ, regularly participating in the life of the church.
- Lead volunteers.
- Lead groups of children.
- Engage toddler and preschool children in bible lessons.
- Flexibility working with different classes as assigned.
- Detail-oriented and organized.
- Trustworthy, discreet, and diplomatic.
- Self-starter and disciplined to work in an unsupervised environment.
- Adaptable to changes in roles and responsibilities.
- Complete a number of diverse, unfinished projects.
- Sense of humor and personable.
- Humble and teachable.
- Work well with others and be a team player.

### **KNOWLEDGE, SKILLS and DEMANDS:**

#### **Knowledge**

- Basic understanding of Foothill Church's DNA, basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.
- Basic understanding of child development.

#### **Skills**

- Perform duties with minimum supervision.
- Approach and carry on a conversation with strangers and families.

#### **Relationship Building**

- Work well with others.

#### **Mental Demands**

- Understand verbal and written instructions.
- Work cooperatively with others.
- Follow directions.
- Delegate tasks to volunteers and oversee they are done properly.
- Problem-solve quickly, without showing stress.

#### **Physical Demands**

- Lift 40 pounds.
- Stand for long periods of time.
- Squat down to interact with children on the floor.

#### **Environment**

- Work well with others and share resources.
- Work in a fast-paced environment.
- Maintain a safe work environment.

#### **SPECIFIC DUTIES & RESPONSIBILITIES:**

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- Teach and care for children in various classroom settings, as needed.
  - Oversee and work with volunteers to manage class time.
  - Maintain good communication and a healthy relationship with volunteers.
  - Welcome all families and help them feel supported during their drop-off/pick-up experience, helping find classrooms for individual children.
  - Keep areas in the classroom clean, sanitized, safe, and organized.
  - Responsible for handling emergency situations that arise within the classroom.
  - Communicate with the Service Coordinator or Children's Minister when issues arise or materials are needed.

#### **REPORTING:**

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- Report directly to the Children's Minister.
  - Amenable to the Director of Family Ministries.

#### **STAFF 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:**

- Regular
- Part-Time
- Non-Exempt
- Level 1

**Schedule and Hours:** Various days and times. Both day and evening work available.

**Pay:** \$16.90 per hour for shifts starting between 6:00 am - 6:00 pm. \$22.00 per hour for shifts starting between 6:00 pm - 6:00 am.

**Benefits:** Retirement, Bereavement, Paid Sick Leave, Cell Phone Stipend. See [Benefits Summary](#) for additional information.