

# Foothill CHURCH

## EVENT CHILDCARE LEADER FAMILY MINISTRIES

### OVERVIEW:

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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 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:

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The Childcare Leader will report to the Children's Minister and will serve the Foothill Church body with a primary focus on caring for and overseeing children ages infant, toddler, preschool and K-5th. The Childcare Leader has a great opportunity to provide support and leadership in childcare during our midweek classes and other events at Foothill Church. These events may include Foothill Church classes, trainings, groups, special events, conferences, etc. The schedule can be flexible and may not require working on Sunday or every week.

### QUALIFICATIONS:

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- 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 their 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.
- High School Diploma.

### ABILITIES:

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- Lead groups of children.
- Lead volunteers.
- Flexible 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.
- Sense of humor and personable.
- Humble and teachable.
- Work well with others and be a team player.

### KNOWLEDGE, SKILLS and DEMANDS:

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#### Knowledge

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

#### Skills

- Maintain biblical integrity when interacting personally with constituents.
- Perform duties with minimum supervision.

#### Relationship Building

- Work well with others.
- Develop relationships with children, parents, and volunteers.

#### Mental Demands

- Follow directions and procedures.

- Take constructive criticism and design suggestions.
- Interpersonally agile; easy to approach and talk to.

**Physical Demands**

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

**Environment**

- Maintain safe and clean work conditions in the areas assigned.
- Work in a fast paced environment.

**SPECIFIC DUTIES and RESPONSIBILITIES:**

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- Welcome all families and help them feel supported during their drop-off/pick-up experience, helping find classrooms for individual children.
- Teach and care for children in various classroom settings, as needed.
- Responsible for handling emergency situations that arise within the classroom.
- Keep the classroom and facilities clean, safe, and organized.
- Work with other volunteers to manage class time.
- Maintain good communication and a healthy relationship with volunteers.
- Communicate with the 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.

**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:**

- Regular.
- On-Call.
- Non-Exempt.
- Level 1.

**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.

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

**Benefits:** Retirement Plan, Bereavement, Paid Sick Leave. See [Benefit Summary](#).