

GRACE BIBLE CHURCH KIDS MINISTRY

Grace Kids Care Teacher

JOB DESCRIPTION

JOB OVERVIEW / OBJECTIVE

The purpose of Grace Kids Care is to provide quality childcare to the children of parents participating in Grace ministry groups, events, and meetings. The Grace Kids Care teacher is responsible for the care and safety of the children in attendance, ages birth thru 5th grade during this time.

JOB CATEGORY

Part-time Hourly (hours vary per week)

Schedule determined by Availability: Grace Kids Care is offered at various times and dependent on the church calendar and registration. Monday and Wednesday Evening 5:45p-8:45p, Monday and Wednesday Mornings 8:45a-12p. Special Event hours vary (Ministry leader meetings, VBS, Survivor, etc)

PRIMARY DUTIES & RESPONSIBILITIES

- Instruction and care of kids placed in their class during the service period, including personal spiritual growth.
- Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
- Teaches curriculum provided and follows classroom schedules provided by Supervisor
- Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, healthcare, and safety.)
- Maintain order within the classroom and follow policies outlined in the ministry handbook.
- Assists the Supervisor during the time period in any way deemed necessary. May include: copies, deep cleaning, supplies, snack or water refills, etc.
- Communicates with Supervisor as needed regarding children who are upset for prolonged periods of time.
- Openly communicates with the Grace Kids Care Coordinator or Supervisor any issues that happen during Grace Kids Care programming. This could pertain to parents, kids, teachers, or Grace Bible Church Staff members.
- Ensures the classroom space is prepared for the ministry prior to and after Kids Care is offered
- Attends quarterly trainings held by Grace Kids Care Coordinator
- Ensures coverage of shift in the event of call in or illness, communicating changes to the supervisor
- Any other assignments the Grace Kids Care Coordinator or Supervisor deems necessary

GRACE KIDS MINISTRY EXPECTATIONS

- Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines
- Embody Christlikeness and leads with humility, character, and love
- Demonstrate commitment to unity and willingness to work in a collaborative team environment, thus working to put off gossip and any form of divisiveness
- Be personally engaged in the life of their home church
- Support Grace's beliefs, values and practices as outlined in the Doctrinal Statement

MINIMUM QUALIFICATIONS

- 16 years of age and older
- Experience working or serving in Kids Ministry or childcare settings is preferred but not required

CORE COMPETENCIES AND GIFTINGS

- Ability to manage time efficiently
- Ability to communicate efficiently with teachers, parents, and/or staff
- Excellent relational skills for engaging with children
- Ability to work collaboratively and communicate effectively with individuals and team members at all levels
- Professional and proactive work ethic
- Willingness to grow and support in other areas as needed