



JOB DESCRIPTION

Position Title: Adult Ministries Childcare Leader

Ministry Department: Adult Ministries

Reports To: Adult Ministries Administrative Assistant

Status: Part Time, Non-Exempt (working 6-8:30 Wed and/or 1:30-3:15 Sun)

Revised: July 2021

Primary Purpose

To provide caring and quality childcare to Rockharbor's attenders who attend our Adult Ministries groups and classes. Childcare Leaders will assist with leading children through Biblical curriculum, while providing a safe and caring environment.

Position Requirements

- High School Diploma or equivalent (preferred).
- Experience working with children: 1 year (preferred).
- Experience serving or working in ministry.
- Enjoy working with children ages 6 months to twelve years.
- Strong communication skills with staff, parents, and children.
- Maintain a positive and friendly attitude.
- Ability to be energetic and flexible.
- Ability to be an innovative and creative thinker.
- Ability to create engaging environments for children.
- Ability to maintain confidentiality regarding staff, children, and families.
- Ability to multi-task.
- Ability to stream videos and guide curriculum as assigned.

Position Responsibilities

- Care for and lead children ages 6 months to 12 years old.
- Organize and implement curriculum to meet age-appropriate learning needs.
- Use a variety of strategies to determine and monitor children engagement.
- Adapt to a variety of class sizes.
- Modify instructional techniques based on children's needs and feedback from coordinators.
- Lead independently in both small and large group environments.
- Maintain a clean and orderly environment, ensuring garbage is removed and classroom materials replenished.
- Actively participate in training opportunities and implement new strategies and skills as needed.
- Ensure lights and equipment are turned off at the end of a shift.
- Address needs as they present and communicate applicable needs.

Personal and Spiritual Requirements

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
 - Upholding Rockharbor's Core Values and mission
 - Regular attendance at Rockharbor Church services
 - Regular participation in a Community Group
 - Partnership through tithing and serving
 - Abstaining from smoking, vaping and illegal substances
 - Models discretion and positivity in use of Social Media
 - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!