

CHILDCARE: Lead Childcare Provider

KIDS | Childcare

GENERAL DESCRIPTION

The lead childcare provider is responsible for ensuring that the kids of the church are well cared for in a loving environment during events.

Classification: Non-Exempt; Hourly // **Status:** Full-Time (up to 40 Hours/Week) // **Team:** KIDS // **Supervisor:** Childcare Director, Debra Terra

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Serve as supervisor/lead in charge of childcare providers and kids assigned by the childcare director.
- Create a loving and safe environment for kids during events that offer childcare.
- Communicate with parents proactively to resolve any changes or issues related to childcare.
- When an injury occurs, fill out an incident report immediately following the incident.
- Be familiar with and enforce all safety regulations and bathroom policies.
- Ensure parents are greeted when dropping off and picking up their kids.
- Under supervision of the Childcare Director, work to problem solve, improve processes, and ensure efficiency.
- Cooperate with the Childcare Director by performing any other duties when assigned or instructed.
- Attend Ministry meetings as well.
- Ensure that rooms and facilities reflect a safe, professional, and Christian environment.
- Assist/develop any events or programs for kids and families in the childcare ministry.
- Partner with the Childcare Director, Kids Director, Safety and Security Director, and the rest of the Kids Team to ensure the implementation and regular practice of all health, safety, security, and emergency protocols and procedures

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
 - Model biblical commitment and become a covenant member of Rock Point Church;
 - Model biblical family life before the body and regularly attend worship service with your family;
 - Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
 - Model biblical community; and
 - Model biblical generosity and financially support Rock Point Church.
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Signature

Date