

CHILDCARE PROVIDER

OUR MISSION

Our Mission at Rock Point Church is to point people to Jesus by loving them like Jesus and walk alongside them to develop into a fully engaged follower of Jesus. We describe this process in just three words: **Know, Grow, Go.**

GENERAL POSITION DESCRIPTION

The Childcare Provider is responsible to create a safe, loving, and fun environment for children whose parents are attending a church event.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (up to 29 hours) // **Team:** Kids // **Supervisor:** Childcare Director

WORK SCHEDULE

- Flexible based on weekly requested childcare
- Special services, including Easter, Christmas, and events, as needed

ESSENTIAL DUTIES & RESPONSIBILITIES

- Treat every parent with respect.
- Set up room prior to children arriving.
- Greet each child by name.
- Be engaged with children – playing, listening, interacting.
- Treat children kindly; no harsh words.
- Put toys away and tidy up the room at the end of the event.
- Be familiar with all safety regulations and bathroom policies.
- Report any signs of illness or any injury to the On-Site Coordinator immediately.

COMPETENCIES & PERSONAL QUALIFICATIONS

To perform the job successfully, the individual should demonstrate the following which align with Rock Point's four leadership foundations: Calling, Character, Commitment, and Competency.

Calling

- **Initiative** - Asks for and offers help when needed. Has a desire for individual and professional growth and undertakes self-development activities.

Character

- **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.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and acquires clarification; responds well to questions; participates in meetings.

- **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; is able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; inspires the trust of others; works ethically and with integrity.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.

Commitment

- **Customer Service** - Manages difficult or emotional customer situations well; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

Competency

- **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.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports Rock Point's goals and values.
- **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.

To align with Rock Point's **Core Values**, the individual should demonstrate the following personal qualifications:

- Be committed to spiritual growth.
 - **Biblical Authority** - We have no power without the power of God.
- Be relationally unified.
 - **Relationships** - We don't have to know everybody, but we need to be known by somebody.
- Be servant-hearted.
 - **People** - We are unapologetic about reaching people.
- Operate in grace and truth.
 - **Throat Punch** - We challenge each other with the right truth at the right time and in the right way.
- Have a positive can-do attitude and take initiative.
 - **Leadership** - We let leaders lead, but we don't leave them alone.
- Personable in working with staff and volunteers.
 - **Authenticity** - We care about transparency over perfection.

- Understands grace personally and lives this out through daily application.
 - **Humility** - We pursue God's Kingdom not our kingdom.
- Possess a healthy sense of humor.
 - **Fun** - We take what we do seriously, but not ourselves seriously.
- Possess an appropriate balance of leader/manager and pastor/shepherd.
 - **Effectiveness** - We are relevant, not revolutionary.

REQUIRED CRITICAL SKILLS, TRAINING, & EDUCATION

- Has a desire to care for children and to communicate and interact with them to make their childcare experience both positive and enjoyable.
- Is able to reinforce rules to children during childcare, when necessary, for the safety of all children.
- CPR Certification: Must obtain CPR certification within the first 90 days of employment. In-person CPR training is provided on-site up to five times per year. If a gap of more than 90 days occurs between training offerings, the certification deadline will be adjusted accordingly.
- Agrees and aligns with the vision, values, and doctrinal [Statement of Beliefs](#) of Rock Point Church.

PREFERRED QUALIFICATIONS

- Has served at Rock Point as a volunteer in childcare during weekend services.
- Has experience working with children.

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 30 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 (exceptions allowed on a case-by-case basis with Lead Team approval).
- 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 Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.