



POSITION: Child Care Associate
DEPARTMENT: Launch-Sun Prairie/Madison
STATUS & FLSA: Hourly and Non-exempt
REPORTS TO: Volunteer/Room Coordinator and Child Care Supervisor

POSITION SUMMARY:

Working under general supervision, provide child care for Heartland Community within Heartland's mission and values. Works independently on routine assignments.

GENERAL EXPECTATIONS:

- Contribute to Heartland's overall mission of providing transformational teaching, worship and community to help believers and seekers become fully devoted followers of Jesus Christ by performing the following functions in a God-honoring manner.
- Commit to the Matthew 18 relational conflict resolution process in all relationships.
- Fulfill all the requirements of the Heartland Community Church Employee Child Care Policy Handbook.

ESSENTIAL FUNCTIONS:

Child Care

1. * Greet the parents and children, log child's name into the church management database for record keeping and security purposes.
2. * Provide age-appropriate care for the children, including monitoring behavior, engaging in activities and encouraging interaction with other children.
3. * Report any issues that occurred and were handled to supervising staff.
4. * Make the supervising staff aware of any ongoing or unresolved issue, in order that decisions regarding the need for disciplinary or emergency action and/or contact with the parent can be made.
5. * Speak with the parents regarding situations that the children's parents may need to know, utilizing positive communication methods.
6. * Pick up and clean the assigned room to return its condition to the prior state after the event.

* indicates primary essential function

HIRING REQUIREMENTS:

1. Follower of Jesus Christ, evidenced by a personal pursuit of:
 - Grace (The individual appropriation of the saving work of Christ);
 - Growth (The on-going evidence of a changing life and pursuit of Christ-likeness);
2. Minimum age of 16 years old.
3. Willingness to complete Child Protection Program (CPP) process.
4. Ability to lift and carry up to 25 pounds.
5. Effective interpersonal and verbal communication skills.
6. Ability to handle multiple tasks as directed and use time effectively.

**THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

Revised 10/15/09