



POSITION: KidCare Associate
DEPARTMENT: Launch – KidCare Ministry
STATUS & FLSA: Hourly, Non-exempt and Non-ministerial
REPORTS TO: KidCare Manager

POSITION SUMMARY:

Working under general supervision, provide childcare for Heartland Community Church ministries in the Launch - KidCare Ministry, a ministry which provides a safe and Christian child care environment. Work on routine assignments.

GENERAL EXPECTATIONS

- Contribute to Heartland's overall mission to courageously lead people toward full devotion to Jesus Christ.
- Commit to the Matthew 18 relational conflict resolution process in all relationships.
- Fulfill all the requirements of the Heartland Community Church Employee KidCare Policy Handbook.

ESSENTIAL FUNCTIONS:

KidCare Duties

1. * Set-up children's rooms with crafts, games, movies, treats and supplies prior to event.
2. * Greet the parents and children and log children's names onto a tracking sheet for recordkeeping and security purposes.
3. * Provide age-appropriate care for the children, including monitoring behavior, engaging in activities and encouraging interaction with other children.
4. * Report any issues that occurred and were handled to supervising staff.
5. * 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.
6. * Assist the Assistant KidCare Manager or KidCare Manager with planning and preparation of crafts and activities, as assigned.
7. * Utilize redirection and positive reinforcement while being a positive role model and fully engaging in activities and snacks with the children.
8. * Lead children in planned activities in a group setting, as established by the Assistant KidCare Manager or KidCare Manager.
9. * Speak with the parent regarding situations that the child's parent may need to know, utilizing positive communication methods.
10. * Pick-up and clean the assigned room after the event to return its condition to the prior state.
11. * Inform the Assistant KidCare Manager or the KidCare Lead Associate of supply needs 24 hours in advance of an event.
12. * Actively participate in trainings as deemed necessary by the KidCare Manager.
13. * Take the initiative to assist KidCare Manager with various tasks, as the need arises.

* indicates primary essential function

HIRING REQUIREMENTS:

1. Follower of Jesus Christ.
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 02/04/10