



Daycare Ministry Staff

FLSA: Non-Exempt

Responsible to: Daycare Lead

Position Scope: Central Services **Job Band:** Yellow Band

Mission and Purpose: Daycare Ministry Staff will provide day-to-day care to children within the daycare ministry under the direct supervision of the Daycare Ministry Lead.

Responsibilities:

- Work with team to provide a positive, safe, engaging and nurturing environment and ensure the children and families feel the love of Christ.
- Meet immediate needs of children, included but not limited to: schedules/routines, grooming, feeding, changing diapers, etc.
- Encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Maintaining a safe daycare by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
- Helping children discover new interests by introducing them to art, music, sports, and other potential hobbies.
- Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.
- Cleaning rooms, toys, daycare supplies and equipment.
- Follow set standards, schedules, programs and expectations set by Daycare Lead and state & federal requirements.
- Keep eyes on children at all times, never leaving a child alone, to ensure the safest environment for all children.
- Assist in communicating with parents regarding their children (Fill out record cards with details of child's day: Activities, behavior, issues, wins, eating, sleeping, medications administered & bathroom/diaper information).
- Continually look for ways to better engage the children, teach them about Christ and encourage their curiosity and learning.
- Communicate needed work schedule to Daycare Lead and maintain schedule once set.
- Complete ongoing training and courses to remain up to date on daycare standards and procedures, as directed by Daycare Lead.
- Administer age-appropriate and biblically-integrated curriculum.

Requirements:

- High School Diploma required; Early childhood education or daycare experience desired
- Skills, Qualities & Characteristics: Personal relationship with Christ | Nurturing, loving personality | Eager to engage and play with children | Positive attitude, able to work under stress, problem solver, team-oriented | Friendly, professional and approachable demeanor | Crazy love for young children and their well-being and relationship with Jesus | Attentiveness to the needs and safety of children | Strong understanding of stages of childhood development | Decisiveness, patience, and stamina to chase after, lift, or carry children
- Compliance with state required background check, consent and fingerprint process every 2 years
- Comply with local, state, and federal laws governing registered ministry daycare
- Physical Requirements: Must be ok to be standing and on feet for long periods of time; must be able to consistently lift 30 pounds
- Must be a member of a local church and a positively engaged participant

Employee Signature

Date

Supervisor Signature

Date

Finalized by HR

Date