



JOB DESCRIPTION

Position: **Child Care Attendant**
Reports to: **Co-Director Family Ministry**
Position Status: **Part-Time Non-Exempt**

Department: **Family Ministry**
Effective: **September, 2021**
Supervisor Approval: **Ashley Lalkin**
Human Resources Approval: **Marjie Richardson**
Pastoral Elder Approval: **Jamin Goggin**

This job description does not create an employment contract, implied or otherwise, other than an at-will employment relationship.

PURPOSE:

The purpose of this position is to assist the Board of Elders and Pastoral Elders to provide proper care and supervision capabilities for the nursery in its weekday and weeknight ministries.

While each position on the Family Ministry team has a primary responsibility, all members of the team work on major events together and/or may need to support other team members in a different area of responsibility on occasion.

JOB RESPONSIBILITIES AND DUTIES:

- A. To assist the Directors of Family Ministry in assuring and providing care for children between the ages of infant – Kindergarten age which are placed in church nursery facility for weekday, week night and weekend church sponsored activities.
- B. Ensures that the facility and equipment are maintained in a clean, safe and orderly manner, and that appropriate records are kept.

The above summary of duties represents the major tasks and duties. This is not intended to be a complete list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Directors of Family Ministry.

ORGANIZATIONAL RELATIONSHIPS:

- A. This position reports to the Co-Director of Family Ministry, who will help to ensure a satisfactory performance of duties.

TRAINING AND DEVELOPMENT:

Is willing to develop professionally as well as personally and spiritually by personal study, attending educational seminars, classes, etc.

QUALIFICATIONS:

- A. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
- B. Regularly attends the worship services at Mission Hills Church.
- C. Endorses without reservation the Church's Statement of Faith, core values, and overall ministry strategy.

- D. Has the ability to work with minimum of supervision.
- E. Is able to meet the public with confidence and express loving and caring concern for children and their parents.
- F. Has a comprehensive understanding of children's needs and development.
- G. Can be at work on time as a courteous, responsible and conscientious member of church staff.
- H. Embraces the ambassadorial role in representing the beliefs, mission, core values, purposes, and strategy of MHC and can represent the vision and passion that MHC has for children and their families.

PHYSICAL REQUIREMENTS:

Ability to function independently and ability to speak and write on matters relating to children's needs and development. Physically able to lift up to 25 lbs (with or without assistance). This position also may require prolonged periods of sitting, standing, squatting and walking.