

*Bethlehem Lutheran Ministries wants as many people as possible to experience the fullness of life in Christ. We do this through our three pillars of ministry: Remarkable Worship, Intentional Discipleship, and Significant Relationships.*

## **Childcare and Preschool Aide**

**Ministry Description**  
4/7/2008

### **Position purpose**

Our Childcare Aides will assist the Childcare Group Leader by giving support and help when needed, and provide general oversight of the children in the childcare area they are assigned.

### **The person we're looking for:**

- Has a deep love for Jesus and a deep love for the people of God, especially children ages 3 through 14
- Is able to work well in a busy environment
- Can create a fun environment
- Is a champion of Christian Day School
- Communicates well with parents and children alike
- Serves as a Christian role model dedicated to the purpose and goals of our childcare ministries
- Is regular in church attendance
- Is committed to daily prayer and spiritual growth
- Is a team player that responds well to leadership
- Treats students with kindness and respect

### **Our Group Aides will:**

- Be at least 16 years old
- Provide a current physical within 30 days of hire date
- Be current with immunizations
- Be a mandatory reporter of Child Abuse and Neglect
- Complete Colorado Bureau of Investigation criminal background check with a complete set of fingerprints
- Have a current First Aid and CPR card or complete within 60 days of start date

### **Job assignments may occur in the following areas:**

- Bethlehem Beginnings - 3 & 4 year old full and/or part-day care. The facility can currently accommodate 24 children at a time
- Childwatch – Before and after school care for school aged children ( 5 years through 8<sup>th</sup> grade), licensed and used by 100 students
- Summer Camp – Full-day camp for children 5 years old through 8<sup>th</sup> grade during the summer months, licensed and used by 100 students
- Church child care – Nursery during worship services, childcare for MOPS, LifeLight and other church related ministries

### **Job expectations**

1. To have knowledge of all policies and procedures of the program
2. To work under a Group Leader and the Director
3. To set up and clean up the meeting area each day
4. To supervise and discipline children under the policies and procedures of the program. We use a *Love and Logic* based approach
5. To assure a safe environment for children who participate in our childcare ministries
6. To see that all children sign in, and their parents or responsible parties sign the children out
7. To prepare and distribute snacks for children as assigned by the Director or Snack Coordinator
8. Attend staff meetings as specified by the Director
9. See that a time card is submitted on the 5<sup>th</sup> and 20<sup>th</sup> of the month
10. Communicate to the Director any problems or concerns from the children or the parents
11. Complete necessary documentation of incidents, injuries and behavior problems
12. Other duties and expectations may be requested by the Director

### **Job Specifics**

**ACCOUNTABLE TO:** Director of Childcare Ministries

**SALARY:** \$7.50 - \$9.00/hr based on experience

**BENEFITS:** Full-Time (30 hours or more) receives full tuition and childcare coverage for children; holiday, sick, vacation pay; and medical, vision and dental insurance for the employee only. Half-time employees (over 20 hours) do not receive medical and dental insurance, but half tuition and Childwatch coverage, sick and vacation pay.