

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 Group Leader

Ministry Description
4/7/2008

Position Purpose

Our Group Leaders will provide a safe, nurturing, and developmentally appropriate environment for individual and group activities for the children in his or her care.

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
- Serve as a Christian role model dedicated to the purpose and goals of our childcare ministries
- Has regular 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

Minimum Criteria For Employment

Bachelor's Degree in one of the following areas:

- Early Childhood preferred
- Elementary Education
- Special Education
- Family & Child Development
- Child Psychology

Or 24 months of verified experience in the care and supervision of four or more children under 6 years of age who are not related to the individual plus either

- A current Colorado Level 1 Credential
- Two three-credit college courses with one being Introduction to Early Childhood Education by 2010

Our Group Leaders Will

- Be over 18 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.
- Have 15 clock hours each year in areas of Child Growth and Development.
- Complete training in Universal Precautions within 3 months of employment every 3 years.

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 8th grade), licensed and used by 100 students.
- Summer Camp – Full-day camp for children 5 years old through 8th 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 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. To design and implement activity plans for the childcare program
9. Receive approval by the Director for all major activities planned
10. Attend staff meetings as specified by the Director
11. See that a time card is submitted on the 5th and 20th of the month
12. Communicate to the Director any problems or concerns from the children or the parents
13. Complete necessary documentation of incidents, injuries and behavior problems
14. Other duties and expectations as requested by the Director

Job Specifics

ACCOUNTABLE TO: Director of Childcare Ministries

SALARY: \$10.00/ hour

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.