

Jobs at Dallas Bible

OUR VISION AND MISSION

Dallas Bible is a missional family that exists to love ALL and help ALL follow Jesus. We're a community marked by GRACE. It's why we're committed to leaving the confines of comfort to love a world that's grown skeptical of religion but still longs for the grace of Jesus Christ. That love is modeled by Jesus; so we strive to love with truth and grace, side by side, always.

We believe God has placed us in a vibrant community of flourishing neighborhoods on purpose, and that purpose is simple: to love all and help all follow Jesus. The invitation to "follow Jesus" is a comprehensive call that includes our worship, identity, purpose, values and thoughts; so in all we do, our hope is for Jesus to ascend and ALL to gladly follow.

This means we go beyond ourselves every day, prayerfully dependent upon Him for everything. It means we make room for ALL people while intentionally investing in a selfless, loving family that all are welcome into. It means we speak truth while giving grace. It means we love one another, go to our neighbors, pray for our co-workers, and follow Jesus in everything; all for the joy of the city and glory of God. We believe that's our calling.

OUR COMMUNITY

Dallas Bible is a vibrant, inter-generational family of believers that loves our community and longs to see Jesus at its center. We're surrounded by flourishing neighborhoods, the best public schools in DFW, a stable economy, and an influx of young families with young kids moving into the area. We love our community and want to be a blessing!

Assistant Childcare Coordinator

DALLAS
BIBLE
CHURCH

Status: Part-Time (12-17 hours/week based on scheduled childcare events)

Team: Family Ministry, under the direction of the Childcare Coordinator

Job Description

The Assistant Childcare Coordinator assists the Childcare Coordinator with managing the childcare ministries of Dallas Bible Church.

Qualifications & Abilities

- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission and vision of Dallas Bible Church.
- Love for children and a desire to see them know and love Jesus.
- Energetic self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence.
- Physical ability to lift babies and small children as ministry demands.
- Basic computer skills.
- Available Tuesdays (8:30am to 12:30pm)/Wednesdays (5:30pm to 8:30pm)/Thursdays (8:30am to 1:30pm)/ First & Thirds Fridays (5:30pm to 9:15pm) and additional childcare events as scheduled.

Primary Responsibilities & Tasks

- Assist Childcare Coordinator with admin needs such as ordering, purchasing, copies and cutting for various childcare events.
- Assist with stocking classroom supply needs.
- Assist with teachers' needs for Mother's Day Out. This may include copies, snacks, supplies and ordering items as requested by the Childcare Coordinator/MDO Director, etc. Visit each classroom regularly to be aware of dynamics in the rooms to anticipate needs and build rapport with the teachers.
- Assist with staff needs for Tuesday Women's Bible Study childcare and Friday night Lifegroup childcare. This may include getting supplies, snacks, gathering information, moving children around as needed for proper adult-to-child ratios.
- Assist with shopping and organizing Resource closet with supplies and maintenance as needed.
- Be available to step in and work in a classroom should a childcare staff person not be able to work.
- Assist Childcare Coordinator and Preschool Minister with any additional tasks that come up for the benefit of the ministry.

Goals & Expectations

- Serve the ministries and vision of Dallas Bible by assisting to provide a place where children are loved and well cared for.
- Assist with creating a culture of organizational effectiveness.
- Be on time, be motivated and be supportive of staff and ministries.
- Clear communication with Childcare Coordinator of availability and completion of tasks assigned.

Interested? Next Steps

Please email a letter of interest and resume to Jobs@DallasBible.org.

Find out more at DallasBible.org.