

Job Description: Childcare Staff Worker

Status: Part-Time Position

Team: Family Ministry, reports to Family Ministry Assistant

Job Description

The purpose of our Childcare Ministry is to provide excellent care and nurture for our children while their parents attend ministry classes at (or through) Dallas Bible Church. Childcare Staff will work with the Family Ministry Assistant/Childcare Coordinator to provide a safe, fun and Christ loving environment for kids during weekly and evening events throughout the year at DBC.

Qualifications & Abilities:

- Be at least 18 years of age.
- Be a nurturing and caring person who loves to work with children.
- Have the ability to stoop, kneel, crouch, crawl, lift and/or move up to 30lbs.
- Follow child safety policies and procedures.
- Ability to communicate with children and parents.
- Must have dependable and reliable transportation

Primary Responsibilities

- Childcare Leaders are responsible for a group of children according to the appropriate range of staff: child ratios.
- Caregivers are to abide by the vision statement of Dallas Bible Church and Children's Ministry.
- Caregivers are to submit a Background Check form, and are responsible for reading and abiding by the DBC Child Safety Policies and the DBC Children's Ministry Discipline Guidelines
- Observe and monitor children's play activities.
- Assist children in health and personal habits such as eating, playing safely, resting and toilet habits/diapering according to policies.
- Read to children, provide simple crafts, songs, or approved DVD's.
- Organize and participate in recreational activities, such as games.
- Assist in preparing food for children, serve meals and refreshments to children and regulate quiet periods. Pay special attention to children with food allergies.
- Organize and store toys and materials to ensure order in activity areas. If necessary, wash toys and play equipment after use.
- Perform housekeeping duties such as guiding children to pick up toys, clean-up activities. Rooms should be left as clean (or cleaner) than found, including wiping down table tops.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Provide a positive class environment by encouraging good behavior and redirecting children or activities to avert possible issues. Discipline children according to DBC Child Discipline Guidelines. Be sure to discuss any discipline or behavior issues and how they were handled with the Childcare Coordinator.
- Identify signs of possible illness, emotional or developmental problems in children and bring them to the Childcare Coordinator's attention to discuss with parents.

Interested? Next Steps:

Please email a letter of interest with resume to jobs@dallasbible.org