



Department	Children's: Midweek Childcare		
Location	Alamo & Dublin Campuses		
Job Title	Midweek Childcare Worker		
Reports to	Renee Temple	Childcare Coordinator	
FLSA Code:	Type of position:	Hours: /week	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Volunteer <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	

GENERAL JOB DESCRIPTION

The Midweek Childcare worker is responsible for the care of infants, preschool or elementary aged children during our midweek programs on all of our New Life Campuses. Here at New Life Kids, we strive for excellence in all we do, and take very seriously the role that we play in a child's development as a follower of Christ. Each week our staff provides fun and engaging environments for children as they learn relevant lessons from the Bible.

DUTIES -RESPONSIBILITIES -EXPECTATIONS:

- Complete the shadowing process with the Childcare Coordinator as well as the on site manager
- Work as part of a team of midweek childcare workers and an on site manager
- Check in with on site manager for your assignment during the shift you are working
- Help set up assigned room prior to children checking in
- Check children into classrooms
- Love and care for children in your assigned classroom
- Change diapers for children in diapers (female only)
- Continually be engaged with the children in your environment
- Maintain a clean nurturing environment
- Be open, friendly & respectful
- Communicate well and be responsive to your Midweek Childcare Coordinator and Onsite Manager
- Be flexible
- Be punctual
- Implement provided curriculum
- Properly report any incidence or injury
- Be familiar with emergency and evacuation procedures
- Adhere to all security policies in the Children's Department
- Close down all environments

- Commit to the mission and vision of the New Life Kids Ministry and New Life Church
- Complete and submit application
- Attend New Life Church for 6+months
- Have a personal relationship with Jesus Christ
- Dress appropriate (Must wear provided New Life Kids shirt & name tag)
- Be willing to use and implement provided curriculum
- Be dependable
- Demonstrate an enthusiastic, energetic work ethic & accomplish tasks in a professional manner
- Be a team player with an “I GET to” attitude
- Be warm-hearted. Treat other staff and families with kindness and respect

QUALIFICATIONS & EXPERIENCE

- At least 16yrs of age
- Pass a nationwide criminal background check and reference check
- Pass a character reference check
- Teaching experience is preferred but not expected
- Have previous childcare experience
- Have reliable transportation
- Demonstrate excellent interpersonal skills & deal with parents and children in a professional manner
- Have a genuine love for children
- Have a passion to strengthen faith development in young children

SALARY RANGE

- \$15 per hour

WORKING CONDITIONS

- The job can be both indoors and outdoors
- There are morning and evening shifts
- Shifts are varied depending on the season and can run any of the 7 days in the week

PHYSICAL REQUIREMENTS

- Able to lift children 5-40 pounds
- Able to stand, bend, squat, and sit with children on the floor

Name of person holding the position:

REVIEWED BY		Applicant	Date:
APPROVED BY		Childcare Coordinator	Date: