



## JOB DESCRIPTION

**Job Title:** Kid Care Worker

**Classification:** Part Time, Non-Exempt (not to exceed 18 hrs/week)

**Department:** Generations Ministries

**Reports to:** Kid Care Manager

**Compensation:** Variable, depending on experience

### SUMMARY/OBJECTIVE

To provide dependable, safe, and nurturing care to the children, infants through fourth grade, while at Journey in a clean environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### 1. Create an Inviting Environment

- a. Please arrive 30 mins prior to service starting
- b. Review Session plan and planned out activities
- c. Greet individuals (parents/guardians and children) upon entering
- d. Ensure the room is prepared before children arrive. This may include ensuring toys and activities are age appropriate and potential safety hazards have been addressed.
- e. Acknowledge and meet a child's individual needs
- f. Leave the room clean and ready for the next group
- g. Cooperate with and respect volunteers and co-workers
- h. Refrain from personal conversations and phone use while on duty
- i. Manage behavior using prescribed strategies
- j. Give only positive reports to family upon pick up, please make note of situations and talk with Kid Care Manager and they will talk with families.

#### 2. Ensure Children's Safety

- a. Stay with children until secured with an adult named on the child's registration form
- b. Ensure two approved adults are with children at all times
- c. Be aware/report individuals not permitted in the Kid Care Center to the Early Childhood Director
- d. Disinfect necessary surfaces/toys after use

#### 3. Provide Age-Appropriate Care

- a. May include: feeding, changing diapers, escorting to the bathroom, putting children down for naps, holding or sitting with and cheerfully interacting with children through games, stories, play and prayer.

#### 4. Communication with the Early Childhood Director

- a. Report any issues which hinder the carrying out of duties or responsibilities
- b. Attend Kid Care employee training sessions/events
- c. Promptly inform by phone any planned absences (two weeks in advance) or emergency absences (at least two hours prior to shift).



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### COMPETENCIES

1. Conveys ideas and facts orally and in writing using language the audience will best understand
2. Helps create a work environment that embraces and appreciates diversity
3. Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
4. Focuses on results and desired outcomes and how best to achieve them. Gets the job done
5. Promotes cooperation and commitment within a team to achieve goals and deliverables
6. Resolves difficult or complicated challenges
7. Maintains composure in highly stressful or adverse situations
8. Builds and maintains guest/customer satisfaction with the services offered by the organization

### QUALIFICATIONS AND EXPERIENCE

#### ***Education, Training & Experience***

- Experience caring for children with the ability to adapt and interact with a variety of personalities and ages, preferred
- Ability to act maturely and respectfully with parents and guardians required
- Read, write, spell, and communicate clearly in English.
- CPR/First Aid Certification, preferred
  - If not CPR/First Aid certified the employee will be required to obtain a CPR/First Aid certificate within the first three months of being hired.

#### ***Job Skills, Knowledge, Expectations and Abilities***

- Must be willing and able to extend flexibility and patience with children of all ages
- Must be able to engage children in both active and quiet play
- Must be able to work with other Kid Care Workers as a team

### WORK ENVIRONMENT

This position takes place in our Kids Center and the grounds around the Journey campus.

### PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. External and internal applicants, as well as position incumbents who are or become disabled, as defined under the American with Disabilities Act, must be able to perform the Essential Job Functions either unaided or with assistance of a "reasonable accommodation", if such is determined, on a case-by-case basis. The Physical requirements of Kid Care Worker may include:

- Holding an infant
- Carrying an infant in an infant carrier
- Walking a small child in a stroller
- Lifting a small child



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- This position also may require long periods of sitting or standing for over an hour at a time
- Dancing or playing games with a child up to 40 pounds.

### **POSITION TYPE / EXPECTED HOURS**

This a part-time, non-exempt position. Standard days and work hours may fluctuate depending on Journey services and events. Candidate may be required to work nights and weekends.

### **ADDITIONAL ELIGIBILITY QUALIFICATION**

Applicants must be eligible to work in the United States.

For the safety of our children, attenders, volunteers, and staff, candidate's employment is contingent upon successful completion of a background check.

Candidates under the age of 18 years may be required to furnish and maintain a valid work permit.

### **EMPLOYMENT AT JOURNEY**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Journey Community Church is at At-Will Employer. Either Journey or the employee may terminate the employment relationship at any time, for any reason, with or without advance notice.

Nothing contained in this job description or any other communication (written or verbal) the employee received is intended to be, nor should it be, construed as a guarantee that employment or that any benefit will be continued for any period of time. Compensation information provided to an employee, whether stated in hourly, bi-monthly, annual, or other terms, is not intended nor does it constitute an employment contract or agreement for any specific period of time.

No manager, supervisor or employee of Journey has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

### **JCC EMPLOYEE COMMITMENTS**

- All employees are expected to conduct themselves as professionals.
- Employees agree not to engage in any personal conduct or lifestyle, which would be at variance with or contrary to the policies of the church.
- To interact with church staff, volunteers, attendees and vendors in a professional manner, resolving potential conflict utilizing the Matthew 18 process. (Go directly to the



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person involved to resolve the issue. If not resolved, go with another trusted believer. If still not resolved, bring it to church leaders.)

- To be punctual, honoring the time of others.
- To adhere to the policies adopted by Journey as stated in the employee manual.
- To further personal spiritual growth and development on a continuing basis.
- Maintain strict confidentiality regarding sensitive information.
- Successful completion of thorough pre-employment references and background checks, including: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- To refrain from gossip, slander, or sharing personal information about a Journey employee, volunteer or congregant.
- To help all the ministries and departments succeed.
- To attend 1. step within the first 2 months of being hired.
- To attend Our Journey within the first 6 months of being hired.
- To understand, articulate and promote Journey DNA.
- To grasp and strive to live out Journey's ultimate values: God, Love and Grace
- To help Journey move towards the mission and vision God has called us to.
- To be self-motivated and goal oriented, use good judgment, flexible and innovative.
- To regularly attend weekend services, participate in serving opportunities.
- Pursue community.
- To attend all major events at Journey such as Baptisms, Christmas & Easter services

### HOW TO APPLY

Resumes and applications may be submitted to Human Resources via email [HR@journeycom.org](mailto:HR@journeycom.org). Please list the name of the position in the subject line.

By signing below, I acknowledge that I have read, received and fully understand the duties and the responsibilities in written and described in the job description above. I further understand that the Kid Care Worker role is responsible only for children newborn through fourth grade. Kid Care workers are welcome to volunteer with other areas of the Generations ministry (grades 5-college), however time spent in those areas is on a voluntary basis and not a paid commitment. I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Employee Signature

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Date

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Employee Name – Please Print