

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**CHILDCARE WORKER
SALEM ALLIANCE CHURCH**

Department: Refugee Ministries
Supervisor: Pastor of Refugee Ministries
Supervises: No
Volunteers: Partners, Encourages
Exempt Status: Non-Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Within the mission statement of Salem Alliance Church and under the supervision of the Pastor of Refugee Ministries or other designee, the childcare worker enhances the effectiveness of Children’s Ministry areas by providing quality care and Christ centered nurturing to the infant and children of participants in the ministries of Salem Alliance.

DISTINGUISHING FEATURES OF POSITION: The Childcare Worker in the International Prayer Gathering Program supports the preparation of classrooms and materials. Ability to communicate with pastors, other staff, volunteers and people involved in classroom ministries is critical to this position. The Childcare Worker is required to know classroom processes and to identify age-relevant materials and activities. The Childcare Worker may work flexible hours. The Childcare Worker is supervised by the Pastor of Refugee Ministries and responds to direction from other pastors and office support staff. This position may work independently or in a team with other employees and volunteers. This position coordinates the work of others, exercises independent judgment in administrative areas that may impact people, costs and quality of service.

ESSENTIAL JOB DUTIES: An employee in this classification shall perform essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform.

1. Participate in the preparation of classrooms and adjoining common spaces to be safe, organized and properly stocked with necessary age appropriate supplies.
2. Work in conjunction with a team of volunteers and other team members in assigned classroom to accomplish completion of tasks.
3. Set up and use materials and activities when provided.
4. Supervise children’s play and interactions with one another. Intervene, guide directly and make suggestions when needed.
5. Focus on, interact with and have age and developmentally appropriate conversations with children.
6. Follow check in and checkout procedures for infants or children in assigned classrooms.
7. Greet and welcome infants, children and families as they arrive.
8. Inquire of parents, be aware of and review special concerns/needs upon arrival with each parent or responsible adult.
9. Follow clean up procedures for the assigned classroom.
10. Attend and participate in the ministry's team meetings and trainings.
11. Perform other related work, as required.

MINIMUM POSITION REQUIREMENTS: Completion of High School Diploma or G.E.D.; college coursework related to children's education is preferred, but not required; previous experience working with young children and their families is preferred but not required or a combination of education and experiences that provides the following knowledge and abilities:

Ability to:

1. Communicate the truth of God's Word effectively and in a developmentally appropriate manner to children and/or infants.
2. Discern and identify potential hazards for children and/or infants.
3. Exercise good judgment.
4. Develop, plan and implement children's curriculum.
5. Communicate effectively verbally and in writing with staff, parents, children and volunteers.
6. Maintain records and make related reports timely and accurately.

Knowledge of:

1. Salem Alliance and its ministries.
2. Salem Alliance policies and procedures.

Other Requirements:

1. Passion to minister to and care for children and/or infants.
2. Organizational and relational skills to effectively work with a team of staff and volunteers.
3. Regular attendance at worship services of Salem Alliance or other body of believers who share the same belief system.
4. Agreement with and adherence to Children's Ministries policies and procedures.
5. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
6. Must pass a criminal history check conducted by Salem Alliance.
7. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.
8. Training in infant or adult CPR/First Aid preferred but not required.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess mobility to work in standard office and classroom settings and to use standard office equipment, including a computer, and to attend meetings within the church; strength to lift and carry materials weighing up to 20 pounds, strength and balance to lift and carry children or infants up to 30 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to stand, sit at a table or on the floor, in meetings for two hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl.

The mental demands of this position require the Childcare Worker to be mentally alert; able to accomplish work through the use of a team and able to coordinate, communicate and cooperate with staff, parents, volunteers and children or infants.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and may be required to use standard office equipment. This employee often works in classrooms and must maintain a high energy level in working closely with a wide variety of people from diverse cultures and having a variety of personal styles. The employee may be required to climb a ladder or step stool to retrieve or store materials and supplies. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee may be required to use stairways several times during each work shift to access classrooms.