



## EARLY CHILDHOOD CAREGIVER JOB DESCRIPTION

**Dept/Ministry:** Early Childhood - San Dimas & Etiwanda Campus

**Work Hours:** Part Time (hours vary weekly)

**Staff Category:** Caregiver

**FSLA Status:** Hourly Non-Exempt

**Employment Classification:** Level One

**Date of Hire:**

### UNIQUE ROLE

Invest in the lives of the children in the Early Childhood ministry during midweek ministries and special events.

### PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Maintain ongoing relationships with volunteers. Encouraging them and building them up.
- Recruit new volunteers if needed to maintain enough coverage for the services they are a part of.
- Work in the classrooms alongside volunteers to follow all the proper protocol items. And to make sure we are building relationships not only with the children but with the families as well.

### GENERAL EXPECTATIONS:

- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Make decisions and take action based upon CCV's Church Values.
- Empowering volunteers and staff in ministry by implementing the "Leader Leader" philosophy of leadership.
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.).
- Develop an Ephesians 4:12 culture in your ministry areas that result in a high level of volunteer engagement at CCV.
- Maintain flexible working hours as determined by the needs of the ministry.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the "Primary areas of responsibility" satisfactorily.

**EDUCATION/EXPERIENCE** –

High School graduate and experience working with children and families. Also experience working in a team environment and an opportunity to lead others.

**PHYSICAL 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 the essential functions. This position may require extensive periods of time standing or holding small children. This position also requires you to lift children that can weigh anywhere from 10 to 60 pounds. You will also be required to change diapers and clean classrooms and toys. Please note that additional hours may be required from time to time. Must have flexible working schedule as needed.

**WORK ENVIRONMENT** -

The work environment is a childcare setting where children and families come and go. A welcome and positive disposition is required at all times. This environment requires you to make split second decisions that affect the safety and overall well-being of the children under our care. We aim to always have this environment well staffed however there will be times that this environment will be short staffed we ask that you rise to the occasion and multi-task as necessary.