

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Kids Ministry Paid Staff Caregiver
- **Staff Grade:** Part-time (<10 hours/week)
- **Accountability:** Reports to Kids Ministry Preschool Director
- **Ministry/Dept.:** Kids Ministry

Summary of Position:

A Kids Ministry Paid Staff Caregiver is responsible for the love and care of children specific, but not limited to, ages birth-3 years of age during Sunday morning worship services, Thursday morning Faithbridge Women's ministry kids programming, and Faithbridge special events. This position requires a every Sunday morning commitment, unless a day off request is made and it is approved ahead of time by a coordinator. We ask that caregivers limit their requests off to 1x a quarter, which amounts to about 3-4 times a year. This position includes holiday work for Christmas Eve services, Easter services, and other holidays that fall on Sunday mornings. It is our goal that paid staff caregivers are given the opportunity to attend Christmas Eve and Easter services, but it is not guaranteed.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering love and care to the kids of Faithbridge in any event that kids programming is offered. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

1. Provide your immediate supervisor with a reliable emails of phone number so that we can maintain good and consistent communication.
2. Be comfortable with praying for and with the kids and telling them how much God loves them.
3. Be comfortable with all ages of children and providing ministry opportunities for them as needed in kids programming events and during worship services.
4. Maintain an accurate account of your hours worked via Paycom.
5. Provide your immediate supervisor with requests for days off in a timely (at least 2 weeks in advance) manner.
6. Meet Sunday mornings at 8:10 AM to pray and at the time specified for special events by the Kids Ministry coordinator.
7. Caregivers are expected to stay actively engaged with the children in their rooms at all times. This includes, but is not limited to, caring for their basic needs (snacks, bottles, clean clothes, changing diapers), actively engaging in play, participation in curriculum provided, and maintaining an open and honest conversation with parents as needed.

8. Caregivers are expected to keep the Kids Ministry area safe and clean for the children. This includes, but is not limited to, cleaning toys when possible, sweeping floors when needed, making the room look inviting for kids and parents, and disposing of trash when necessary.
9. Caregivers are expected to greet children enthusiastically and by name when possible as they arrive.
10. Provide incident reports when needed for injuries or incidents involving any child and notify a coordinator.
11. Caregivers are responsible for the safety and well-being of the children at all times they are in the care of Faithbridge Kids Ministry.
12. Caregivers are expected to work extra special events as they are able and needed for Kids ministry.
13. Keep a log of all of the children in your room at all times, always knowing how many you have.
14. Caregivers are expected to be physically able to pick-up and carry children, be down and up from the floor with ease while caring for the children, and actively participate in games, praise and worship and some story telling when needed.
15. Dismiss children in accordance with Faithbridge Kids Ministry policies and procedures.
16. Be familiar with Faithbridge Kids Ministry policies and procedures.
17. Attend continuing trainings and meetings as needed.
18. Caregivers are expected to maintain a gossip free environment among one another and within the rooms they serve.
19. Previous Kids Ministry experience at Faithbridge preferred.

Organization Relationship:

This position shall be directly accountable to the Kids Ministry Preschool Director or his/her designee and through the Kids Ministry Director to the Senior Pastor. This position will have contact with church attendees, paid caregiver staff, and staff of other Faithbridge ministries.

Working Conditions:

This is an hourly and part-time position (approximately 10 hours per week), with your schedule determined with the Kids Ministry Preschool Director along with some pre-approved Sunday, evening, and special event work. The position of Early Childhood Caregiver is a weekly commitment, and Sundays being requested off needs to be limited to 3-4 times a year. Attendance at seasonal ministry kick-off events ("Ministry Expo") and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

Needed Attributes:

Strong interpersonal skills, effective communication, detail oriented, good organizational skills, ability to use discernment in making decisions, level-headed demeanor, and a team player. Spiritual gifts of creativity and leadership are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.