

## JOB DESCRIPTION

<b>Position Title</b>	Kingdom Kids Childcare Assistant
<b>Position Reports to:</b>	Women's Ministry Coordinator
<b>Department:</b>	Women's Ministry
<b>Schedule (may vary)</b>	Average 4-5 hours per week for 10-11 weeks during Winter, Fall, Spring
<b>Rate/Salary (optional to post)</b>	

### General Description

- Assists with a particular age group of children and its volunteers during the Kingdom Kids program whose goal is to provide a safe place where children are nurtured and disciplined, giving moms the opportunity to participate in Women's Bible study.

### Specific Duties and Responsibilities

- Classroom
  - Makes sure that assigned classroom for age group is neat, clean, and set up before parents & children arrive
  - Stocks classroom with necessary resources to complete program schedule
  - Responsible for disinfecting toys at end of program and storing the way were found
- During Program
  - Works with parents to provide a smooth transition for children entering the classroom
  - Carries out drop-off and pick-up activities to keep kids busy and organized
  - Always sure of number of children in class, periodically recounting especially before and after going in and out of room
  - Must be able to work Tuesday's from 8:30am-12:30pm

### Knowledge Skills Required for the Job

- Biblical principals related to the importance, value, and uniqueness of children
- The developmental milestones of children aged infant to 5 years old
- Age-appropriate child care, play, and activities
- State laws and ratios regarding childcare

### Desirable Qualifications

- Prays, studies God's Word, fellowships with other believers, and continually develops their own faith
- A heart to love children like Jesus did and serve Him through caring for "these little ones" who the Kingdom of Heaven belongs to
- Filled with patience and grace for children and adults alike
- Ability to connect with children and see the world from their point of view
- Experience working with groups of children and volunteers

## **Personal Relations**

- Must be able to work well with a large spectrum of personalities
- Presents direction and ideas to children in a way that they can understand
- Uses age-appropriate relational tools for difficult behavior
- Ability to see the classroom setting and find ways to engage volunteers and children to meet the program goals
- Motivational and thankful towards Kingdom Kids volunteers & team
- Can accept criticism from parents without harboring resentment

## **Work Environment**

- On site at NCCC in designated classroom and outdoor areas
- Classroom with young children and adult/youth volunteers
- Lots of noise, children, and adults is to be expected

## **Minimum Qualifications Required**

- Agreement with NCCC's statement of faith, values, and purpose
- A personal relationship with the Lord Jesus Christ
- Personal experience of the power of the Holy Spirit
- A love and understanding of children

## **Physical Requirements**

- Must be able to walk around campus, get up and down from the floor, lift lightweight objects, hold small children, change diapers, and other physical demands that come with caring for children
- Standing (all shift)
- Bending (frequently)
- Twisting and lifting (frequently)
- Stairs (occasionally)
- Walking (all shift)
- Telephone - (receive and dial calls)
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 30pounds)
- Seeing (all shift)