



Staff Role Description

CHILDCARE PROVIDER

Ministry:	Innovation & Campus Support Ministries
Reports To:	Childcare Administrator
Average Hours Per Week:	
Job Type:	Non-Exempt
Last Revision Date:	July 01, 2014

Role Overview

The Chapel's Childcare Ministry provides loving, attentive, quality care for kids at events and programs where supervision of children is a benefit to the participants of a study, seminar, program or gathering. Childcare Providers serve as a team to forge a community where God's love, truth, power and presence are shared with the kids and families they serve.

General Requirements

1. Alignment with and support of the Chapel Staff Expectations (as outlined in The Chapel Application for Employment and The Chapel Staff Handbook).
 - The five key areas of values (see our Staff Handbook for details):
 - Culture – Fully embraces and embodies The Chapel's identity and who consistently demonstrates it in everyday life
 - Character - Holistically healthy, inspiring to others, and becoming more like Jesus every day
 - Commitment – Defined by a revolutionary commitment to, and personal sacrifice for, the cause of Jesus Christ
 - Community – Lives authentically and transparently in community and who infuses life into the people around them, naturally helping them to become more like Jesus
 - Competence – Diligently strives for and achieves high levels of performance in the role (as listed below)
2. Model an Authentic Relationship with Christ
 - Model a life and conduct worthy of emulation
 - Demonstrate a contagious, growing love for God and others
 - Grow spiritually through consistent, meaningful use of spiritual practices (devotional life, prayer, etc.)
 - Attract others by being authentic, joyful, inspiring and loving

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Primary Responsibilities

The primary responsibilities of this role include:

- Respond timely to childcare provider opportunities
- Arrive on time and prepared (physically, mentally and spiritually) to minister to kids
- Connect professionally and competently with the ministry leader for the event
- Setup the environment to provide a safe, fun experience for the kids in your care
- Participate in Huddle (prayer, vision, game plan) with your team
- Welcome families and receive kids into Childcare Ministry environment (nametags/parent pass, allergy concerns, etc.)
- Adjust team size if necessary to match care needs (follow established staffing model and release practices)
- Strictly adhere to all child protection policies (approved providers, never alone, bathroom, incidents/accidents, etc.)
- Actively engage kids in play and conversation (address care and behavior needs). Create transitions, foster environment of safety and cooperation. Value teamwork and enjoy relational connection opportunities with other providers while prioritizing oversight and attention to kids
- Welcome parents at pickup time (match/remove tags, provide encouragement and feedback, warm sendoff, etc.)
- Clean toys and environment. Stow Childcare Ministry supplies. Restore classroom/space to better condition than found (document supply needs and identify items that need attention for experience evaluation feedback)
- Debrief with Ministry Leader for the event (family interactions, incidents/accidents).
- Provide experience feedback to Childcare Administrator and report hours to payroll system

Core Competencies & Key Behaviors

Children's Champion: A children's champion reflects and demonstrates God's love for kids by prioritizing their safety and security, and cares for them in a way values their spiritual, emotional, and social development.

- Maintains a safe and secure environment based on the standards set by the program

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- Observes and monitors children's activities always looking for best opportunities to connect relationally with them
- Participates in activities and opportunities that encourage curiosity, exploration and problem-solving appropriate to the development levels of children
- Supports children's emotional and social development, encouraging understanding of others and positive self-concepts
- Resolves conflict biblically and graciously and replicates that approach in others

- Establishes an open, friendly and cooperative relationship with families and shares information about their child's classroom experience with them
- Attends to the personal hygiene of each child according to their needs, following ministry policies for each classroom
- Maintains ministry environments and materials to our standard of excellence

Safety & Security Champion: A safety and security champion understands the safety plan and objectives, makes decision, and responds to incidents in matters of safety and security.

- Maintains a safe and secure environment based on the standards and practices set by the organization
- Responds to evacuation, sheltering and lock down incidents with confidence

Interpersonal Effectiveness: An individual who displays interpersonal effectiveness relates well with others and responds appropriately to their needs and feelings.

- Greets team members and kids with a warm, inviting and positive attitude
- Demonstrates attentive and active listening by giving full attention to what other people are saying, taking time to understand the points being made, asking clarifying questions and not interrupting at inappropriate times
- Reads non-verbal cues and body language to interpret others' feelings and respond to their unspoken concerns
- Shows compassion, composure, empathy and sensitivity in difficult situations
- Provides feedback in a positive, friendly manner
- Holds a high regard for confidentiality

Community Builder: A community builder champions the building of transformational community by living out, communicating the value of and actively developing biblical community.

- Attracts others by being authentic, joyful, inspiring and loving
- Demonstrates relational availability, accessibility and openness
- Displays and encourages others-centeredness in action and speech
- Reaches out to new individuals and models inclusivity
- Asks engaging questions and seeks to draw others into conversation
- Seeks to understand others and builds a non-judgmental culture
- Exercises focus and intentionality in strengthening relationships
- Lives out and passes on the value and importance of healthy relationships and biblical community

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Team Player: A team player values his/her team members and works collaboratively with them to achieve organizational goals.

- Encourages, uplifts and motivates those around him/her by being authentic, inspiring, joyful and loving
- Values his/her team members and seeks to build healthy relationships with them
- Collaborates well with the entire team by exemplifying humility and flexibility
- Solicits and incorporates input from others
- Promotes unity (models and fosters relationships, celebrates diversity and resolves conflicts biblically and gracefully)

- Goes above and beyond stated responsibilities, demonstrating a commitment to “do whatever it takes” to see the job/task through to completion
- Observes the experience to help identify potential problems and works to resolve problems before they escalate
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
- Evaluates the serving experience to provide relevant, timely, helpful feedback

Learner: A learner proactively investigates new perspectives, attitudes and behaviors, evaluates current performance and integrates what he/she is learning to improve his/her performance.

- Possesses an openness to new ideas, concepts and experiences
- Seeks training, resources and tools for growth
- Builds on strengths and identifies areas for growth
- Solicits and incorporates feedback from others

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.