



Position Description

Job Title: Staff Childcare Team Member
Department: KidCity
Reports To: Staff Childcare Director
FLSA Status: Hourly-Non Exempt

Summary: This position ensures the well-being and safety of the children entrusted to their care as well as preparing and maintaining the staff childcare classroom environment.

Required Competencies: A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly and possesses the necessary relational skills (i.e., emotional intelligence, communication, and conflict resolution) needed to navigate the organization's needs and requests.

Essential Duties and Responsibilities (Other duties may be assigned):

- Ensure the well-being and safety of all enrolled children
- Plan and implement age appropriate activities and lesson plans
- Organize activities and implement lessons that stimulate children's physical, emotional, intellectual, spiritual and social growth
- Maintain safe room environments
- Comply with all State Licensing Regulations including but not limited to training, certifications, and familiarity with fire and safety guidelines
- Make sure toys and equipment are age-appropriate, sanitized, and in working order
- Work with the Staff Childcare Director to maintain current children's records required for licensing
- Foster a positive relationship with parents and all team members
- Maintain an up to date Infant/Child CPR and Pediatric First Aid certification

Supervisory Responsibilities

None

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in complete agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.

The criteria listed below represent the knowledge, skill, experience, and/or ability

required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A High School Level education, or its equivalent required; baccalaureate degree preferred.

General Skills: Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and close attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

Experience: A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the position's requirements.

Physical Requirements:

Ability to lift or carry up to 20lbs

Ability to sit for extended periods

Ability to work at a keyboard and other related equipment

Ability to move about to accomplish tasks related to role