

The Village Community Presbyterian Church

POSITION DESCRIPTION

POSITION: CHILDCARE MINISTRY ASSISTANT

REPORTS TO: Director of Children's Ministry

DEPARTMENT: Children's Ministry

SUPERVISES: N/A

CLASSIFICATION: Non-Exempt | Hourly

HOURS/WEEK: 4

DATE: Revised September 2022

CONTACT: Michelle Yuen, Director of Children's Ministry: michelley@villagechurch.org

I. PURPOSE OF POSITION:

Work closely with the Director to provide professional, safe and Godly childcare to all children and their families attending the church whether it be for church services or functions held on the campus.

II. ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Provide childcare for children in the childcare area
- Maintain a welcoming, Christ-centered, safe, and clean environment
- Present oneself in a Christ-like manner in attitude, conversation and appearance
- Provide care and attention to young children while parents are in worship or other church activities
- Communicate God's love to children in a manner appropriate to their age
- Treat children and their parents with courtesy and respect
- To perform any other such tasks as may be needed by the Director for the fulfillment of the position and the stated purpose

III. QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Exemplify in word and action a personal commitment to Jesus Christ as Lord and demonstrate a witness to God's love through interactions with members, non-members, volunteers, visitors and all staff members

- Maintain a cooperative team spirit and an attitude of genuine caring for all church personnel, members, non-members, volunteers and others who associate with the church
- Maintain a positive attitude at all times and poise under pressure
- Exhibit a “whatever it takes” attitude
- Must possess a reputation for sound judgment and decision-making ability
- Must have unquestioned integrity
- Must have excellent communication skills
- Must work well with children