

PURPOSE OF POSITION

To serve and engage the church in providing a safe and educational environment for the children of WFHC.

RESPONSIBILITIES

- Oversee the activities of the children at WFHC.
- Ability to care for and work with children from birth to preschool.
- Communicate with the Childcare Director about specific needs/goals for individual children
- Communicate with the moms of the children with any concerns or issues.
- Maintain a clean and safe facility for the children of WFHC.
- Responsible for the performance and safety of all volunteers, residents and community service workers assisting in childcare.
- Work with the Kitchen Manager to provide a healthy afternoon snack for the children.
- Communicate to the Childcare Director any issues pertaining to personnel and equipment.

ORGANIZATIONAL RELATIONSHIPS

- The Childcare Assistant reports directly to the Childcare Director, WFHC Operations Manager and the WFHC Director, and works alongside the Kitchen Manager.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Knowledge of proper childcare requirements.
- Requires the physical ability to lift a minimum of 30 lbs.
- A servant's conduct.

HOURS

- One day per week (7:30 AM - 5:30 PM)