

## PURPOSE OF POSITION

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

## RESPONSIBILITIES

- Participate in the daily operations of the childcare facility at WFHC.
- Ability to care for children birth to preschool age.
- 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.
- Work with the Kitchen Manager to provide a healthy lunch for the children.
- Ability to fill in for the childcare director in her absence.
- Communicate to the WFHC Childcare Manager any issues pertaining to personnel and equipment.
- Help meet annual goals with WFHC Childcare Manager.
- Attend monthly staff meeting.

## ORGANIZATIONAL RELATIONSHIPS

- The Childcare Assistant Manager reports directly to the WFHC Childcare Manager and the WFHC Director.

## 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.
- Proficient with Microsoft Office operation.
- Knowledge of proper child care requirements.
- Requires the physical ability to lift a minimum of 30 lbs.
- A servant's conduct.
- This position is full-time/full-time equivalent.