



POSITION DESCRIPTION
CHILDCARE ROOM LEADER (WEEKDAY AND/OR EVENING) -
CHILDREN'S MINISTRY

Classification: Part-time – Non-Exempt - < 20 Hours/Wk
Ministry Area: Children

A. WESTWOOD'S VISION

We demonstrate God's love in creative and compelling ways that lead people to know God, worship Him authentically, connect relationally, grow spiritually and serve joyfully.

We are a community with open hands, receiving from God all He wants to give, believing that He wants to give us a lot. And with open hands we give it away, believing we cannot out-give God.

B. MINISTRY AREA PURPOSE

The Children's Ministry Area (birth through grade 5) exists to supplement the family in their attempt to lay a spiritual foundation that, in God's timing, may lead a child into a dynamic relationship with God through His Son, Jesus Christ.

C. ROLE

To provide leadership for the volunteers working in childcare programs for children aged birth to kindergarten, and occasionally through grade 5.

D. RESPONSIBILITIES

1. Monitor the door during the check-in and check-out processes. Responsible for keeping the children safe in the classroom. Should children need to be moved to another area, responsible for taking a head count to ensure all children are accounted for.
2. Able to follow the room schedule and teach the curriculum where applicable.
3. Communicate with and encourage the volunteers in the classroom.
4. Know age appropriateness of the classroom.
5. Notify the Associate-Children's Ministry/Childcare of any incidents that happen during the shift.
5. Be able to follow specific guidelines for room cleanup
6. Work with Associate-Children's Ministry/Childcare to maintain:
 - a. Safety and security policies.
 - b. First aid and emergency procedures.
 - c. Child check-in and check-out procedures.
 - d. Health policy for sick children.
 - e. Diapering and toilet procedures.

7. Carry out other responsibilities as assigned by Supervisor.

E. RELATIONSHIPS

1. Reports to Associate-Children's Ministry/Childcare.
2. Interacts with other church staff, facilitators and volunteers.

F. QUALIFICATIONS

1. Teaching and/or Children's Ministry credentials, and experience preferred, but not required.
2. Desire and ability to actively engage children.
3. Ability to effectively interact with volunteers and parents.
4. Gifts/abilities include leadership, shepherding and teaching.
5. Endorse and support the Statement of Faith, the traditional evangelical theology for which Westwood stands and the Westwood Profile.
6. Remain a member in good standing at Westwood.
7. Ability to handle confidential information professionally.
8. Ability to relate to other Westwood staff and church attenders at large.