



JOB DESCRIPTION

Revised 5/30/23

Position:	Legacy Childcare Worker	
Reports to:	Childcare Supervisor	Work Schedule: Monday, Thursday & Sunday
Employment Status:	Part-Time, Non-Exempt	not to exceed 15hrs/week; additional hours as needed

Position Summary: The Legacy Childcare Worker is part of a team intentionally focusing on partnering with homes in the discipleship process from birth to fifth grade. To support Legacy Bible Church's Life Groups and special events throughout the year.

Key Responsibilities:

- Review lessons, games, and activities for your assigned age group before the event to help engage children during childcare.
- Verify set up is complete for classrooms before childcare, supplies are available in each classroom.
- Ensure all childcare policies and procedures are being followed.
- Ensure classroom structure is being followed during childcare.
- Responsible for room clean up and post sanitization in your assigned classroom.
- Attend annual training and any ad hoc childcare training.
- Ensure each child is always engaged and safe.
- Other duties as assigned.

Qualifications:

- Have a joyful passion for Kids Ministry.
- Friendly and professional demeanor, with strong interpersonal skills and the ability to work effectively with diverse individuals.
- Ability to move about to accomplish tasks.
- Growing relationship with Jesus Christ as Lord and Savior.
- Commitment to the mission and vision of Legacy Bible Church, including the staff values: Gospel-Centered approach to ministry; Heart to equip the saints; Servant's heart; An intimate relationship with Jesus.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While

performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee must be able to lift 20 lbs., bend or stand or climb on step ladders as necessary.

Employment At-Will

All employees of Legacy Bible Church are at-will, as such, are free to resign any time without reason. Legacy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Legacy Bible Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgement

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Employee Signature

Date

Employee Printed Name

Legacy Bible Church Representative

Date