

# JOB DESCRIPTION

Title: Childcare Employee  
Accountable to: Lead Pastor  
Salaried/Hourly: Hourly



The Childcare Employee is responsible for facilitation and coordination of activities for specific childcare needs at Real Life Otis. This includes creating an environment where children can be safe, have fun and learn about Jesus so that their families can be in a relational environment. We believe in **sharing** Jesus, **connecting** the unconnected to purpose, **ministering** and making **disciples** who make disciples (SCMD).

This position is a critical part of that process. The main areas the Childcare Employee will be responsible for include: scheduling of childcare volunteers, covering childcare needs as services are needed, ensuring the safety and discipleship of children between the stages of walking-6<sup>th</sup> grade.

## SHARE

- Being aware of people and teams to determine their needs according to our Shepherding Philosophy.
- Being aware of surroundings to recognize facility needs and supplies.
- Invite the unconnected into relationship and share the gospel with the lost
- Share our Mission & Vision with all who volunteer under your leadership.
- Share needs/concerns of volunteers with staff and elders when appropriate.
- Share victories within the ministry with staff and elders.

## CONNECT

- Assesses and prioritizes projects and volunteers to keep events and teams running smoothly.
- Communication between staff and volunteer staff about supplies and equipment
- Cooperative team member who respects organizational policies and procedures
- Attend staff meetings to appropriately communicate decisions as needed
- Being prepared to share, connect, minister and disciple as we train, equip and release volunteers to do the work of ministry
- Supervise children during church programs and events.
- Ensure the physical and emotional well-being of children.
- Engage in activities and play with children to promote development.
- Follow childcare policies and guidelines.
- Attend training sessions as required.
- Setting up and resetting classroom spaces.
- Invite the unconnected into relationship/

## MINISTER

- Help planning and coordinating both future and current ministry calendars..
- Meeting the needs of Real Life Otis families to help them grow in their faith.
- Being part of creating, planning and executing events with volunteers and staff
- Looking for opportunities to encourage volunteers, community and staff
- Working with ministries and teams to coordinate activities
- Working with teams to keep inventory supplies and order as needed
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## DISCIPLE

- Able to efficiently multi-task, maintaining oversight of multiple projects simultaneously
- Help planning and coordinating future budgets
- Following and teaching policies and procedures in financial matters
- Supporting teams effectively to match our mission and vision
- Watching for key activities to make sure they are being done properly and timely (building safety, logistics)
- Watching for missing details and effectively able to tie up loose ends
- Must be willing to fulfill all other duties as required
- Actively engage in discipleship with volunteers to foster spiritual growth.

## EXPERIENCE

- Demonstrated leadership ability and experience leading volunteers
- An attitude of serving Christ
- Role modeling Christ likeness in their life, whether married or single
- Strong interpersonal skills with ability to communicate persuasively and compassionately, both orally and written
- Understanding of group dynamics to ensure effective collaboration, decision making and team building
- Personal initiative and diligence which produces follow-through in tasks
- A desire, knowledge and willingness to resolve conflict biblically
- Available for seasons of irregular work hours

## APPLY

Submit the following documents to [info@reallifeotis.church](mailto:info@reallifeotis.church)

- Cover letter explaining your interest in the position and your qualifications
- Resume detailing your relevant experience and education including certificates and diplomas
- Two professional and two personal references, including contact information
- All applicants that are considered for employment must be willing to submit to a background check as part of the hiring process

