

Hebron Baptist Church

Employment Opportunity

Childcare Workers & Childcare Coordinator

Preschool Ministry
Part-time Positions

Job Objective

- Provide quality childcare for weekly and special events
- Coordinator will plan, staff, and conduct childcare activities

Qualifications

- Must have a love for and experience working with children
- Must be physically able to pick up children and to sit in the floor to interact with them
- Must be willing to take care of a child's physical needs, including change diapers
- Must be willing to work on Tuesday and Wednesday mornings
- Must be willing to work Sunday, Monday and Wednesday evenings
- Must be willing to work weekends for special events
- Must be willing to work and at other times, as needed
- Must be flexible
- Coordinator must have the ability to lead childcare workers

Special Demands

- Must be able to lift up to 40 pounds.

Job Duties and Responsibilities

- Provide quality childcare
- Follow security procedures and child protections policies for checking in/out children
- Teach Bible stories/crafts
- Meet the physical needs of the children
- Clean and vacuum the room after children leave
- Coordinator will plan, schedule and supervise childcare workers

Hebron Personnel Policy:

1. Except as noted below, all employees are required to be members of Hebron Baptist Church and are expected, along with their family members, to be active in the various ministries of Hebron.
2. All employees are required to be faithful tithers to the Lord's work through Hebron Baptist Church. Tithing is the practice of giving ten percent of one's income to the Lord through the Church.
3. Approval may be given by the Administrative Pastor on a case by case basis to non-exempt staff that may serve in Operations, Weekday Preschool, and Paid Childcare not meeting the above criteria. In these cases the employee will be required to be a Christ Follower and an active member of an approved Bible believing church.
4. Every employee of Hebron Baptist Church must be equipped to share their Christian testimony, to pray, and to minister to those in need.

Staff Level: Support

Benefits: There are no benefits associated with this position

Internal applicants must complete an Internal Job Application

Contact Human Resources at 770.962.3671 for more specific information regarding this position.