



Childcare Provider Job Description

Position Summary: A Childcare Provider works to offer support to HDC events throughout the year by being available to care for children from birth-6th grade.

Principal Working Relationships: This position reports to the ECM Director; works directly with the ECM and Elementary Coordinators associated with the Kids Team; as well as other Childcare Providers.

Duties and Responsibilities include, but not limited to:

- Arrive at designated time before service to set up and prepare activities for your assigned age group.
- Build a sense of team with the other leaders with whom you serve.
- Provide support to kids with challenging behaviors in your group. Make notes and connect with your coordinator or director about a plan to best support these kids.
- Help lead an evacuation or lockdown in the event of an emergency.
- Oversee the check-out process to make sure kids are safely released to parents.
- Clean up the room at the end of the service.

Position Qualifications:

- Actively involved at HDC
- Must be a proactive self-starter, creative problem solver and team player
- Team player that thrives in a collaborative team environment, exemplifies a positive “can do” attitude and fosters an attitude of excellence.
- Must adhere to HDC’s Statement of Faith, Constitution, Policies and Philosophies of Ministry.

Physical Demands: The Childcare Provider is required to: stand, sit and walk. The Childcare Provider is occasionally required to lift and/or move up to 50 pounds unassisted.