



## EARLY CHILDHOOD CARETAKER ROLE DESCRIPTION

The Early Childhood Caretaker assures that kids and their families powerfully experience the love of Christ by creating a welcoming environment during drop off and pick up, and by ensuring a nurturing and safe experience for infants, crawlers and early walkers during Sunday services.

## RESPONSIBILITIES

### **Provide Care for Infants, Crawlers and Early Walkers in Rooms 118 & 124 during Sunday services**

- Ensure families are greeted warmly and infants are signed in according to Kidspoint guidelines.
- Ensure that diaper bags and other items are stored safely in the correct cubby, and that allergy protocols are strictly followed.
- Ensure rooms and toys are cleaned according to Kidspoint guidelines before and after each service
- Ensure that rooms are neat, orderly and safe during services

### **Serve and Support Team Members Before, During and After Sunday Services**

- Answer parent and volunteer questions, and serve as a resource
- Lead in rooms as necessary to ensure a safe and nurturing environment.

### **Cultivate Relationships with Kids and Families**

- Connect relationally with kids and families during drop-off and pick-up
- Take time to thoroughly understand each child's needs
- Pray for the kids and families you serve

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Early Childhood Director

### **Perform and Complete Other Duties and Tasks as Assigned**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

## RESULTS

A Welcoming, Safe and Nurturing Classroom Experience  
(Evidenced by clean, tidy rooms, adherence to safety protocols, and a loving environment)

Thriving, Flourishing Kidspoint Ministry  
(Evidenced by Achieving Attendance Growth Goals Set in Strategic Plan)

Parents Well-Informed and Confident in the Early Childhood Ministry  
(Evidenced by Regular Parent Communication and Confidence in Safety Standards)

Trust Built Among Staff and Families Through Culture-Building Practices and Service-Orientation

## RELATIONSHIPS

**Early Childhood Director:** The Early Childhood Caretaker reports directly to the Early Childhood Director. He/she is expected to be coachable, available and responsive to him/her while striving for a healthy Christ-like relationship characterized by love, truth and unity.

**Kidspoint Staff:** The Early Childhood Caretaker should collaborate with other members of the Kidspoint staff, serving as a resource and encouragement to them and partnering with them effectively to achieve maximum kingdom impact.

**Volunteer Team:** The Early Childhood Caretaker should embody and exhibit servant leadership in all interactions with volunteer team members, resulting in a friendly and collaborative classroom environment

**Early Childhood Children and Parents:** The Early Childhood Caretaker embodies and exhibits servant leadership in all interactions with children and parents, seeking to serve, support and reflect the love of Christ to and for them.

**Kidspoint Director:** The Kidspoint Director is responsible for all that takes place in Kidspoint. An Early Childhood Caretaker is expected to learn from and be responsive to the Kidspoint Director in all areas of ministry vision, direction, and coaching.

**Next Gen Director:** The Next Gen Director is ultimately responsible for all that takes place within Kidspoint. As such the Early Childhood Caretaker is expected to learn from and be responsive to the Next Gen Director in all areas of ministry vision, direction and coaching.

**CHCC Leadership:** The CHCC Leadership consists of the Session Members, the Senior Pastor, and the ET Members. These individuals oversee all ministries within CHCC; therefore, the Early Childhood Caretaker should comply in a godly and humble manner striving for a Christ-like relationship in all interactions.

## WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

## WHO YOU ARE

### You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

### You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

## SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role:

Administration  
Leadership  
Shepherding  
Helps

## COMPETENCE

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Approachability:** Is Easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

**Patience:** Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

**Compassion:** Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

**Listening:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

**POSITION TYPE:** Part-Time

**HOURS PER WEEK:** 4-5 hours – Sunday Mornings

**SUPERVISOR:** Early Childhood Director

**HOURLY RANGE:** \$12.56 / Hour

**BENEFITS:** Paid Vacation and Sick