REAL LIFE MINISTRIES

Job Description

Title: Childcare Worker
Reports To: Children's Ministry Leader
Status: FLSA Non-Exempt
Prepared By: Will Putman
Hours per week: Up to 19

Ministry: CDA Children's
Classification Grade: T-1
Approved By: Human Resources
Approved Date: 11/11/2026

Essential Organizational Core Values

The Childcare Worker is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader**: The Childcare Worker is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.

- **As a Team Member on the Paid Childcare Team and Real Life Ministries Staff Team:** The Childcare Worker has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Ministries Staff Team as a whole to accomplish church wide objectives and goals as well as Real Life Kids objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary: *Care for a group of children by performing the following duties.*

1. **Primary Responsibilities (90%)**
   Essential Duties and Responsibilities include the following. Other duties may be assigned.
   - Equip, lead and inspire children through the implementation of the vision, mission and values of Real Life Kids.
   - Responsible for ministering to all the children in the classroom.
   - Foster an environment in accordance with our Real Life Kids values.
   - Engage with children at their level of play and are encouraged to seek out those children who are having a tough time adjusting to the classroom.
   - Implement strategies to connect and communicate with parents that supports them in the discipleship of their children.
   - Look for opportunities to pray with the children on a regular basis as well as speak into their life.
   - Assist in the general flow of the classroom.
     Could Include: Teaching a lesson, preparing a snack, craft, clean and stock rooms etc.
   - Check children in and check out according to established policy and procedures.

- We value ministering to each child and their parents as they drop children off and pick them up. Our desire is to take ground for Jesus and share His love with those we come in contact with.
- Monitor the play structure upholding the rules and regulations set forth.
- Customer service is a priority. We want to show Christ's love to each family and make them feel warm and welcome. Respond promptly to requests for assistance. Make eye contact, smile and be approachable.
- Keep work area clean and orderly and minimize personal property within eye site and reach of the children and families we serve.

2. **Team Function (5%)**
   - The Paid Childcare team is your "first team". Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
   - Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
   - Must live out Real Life Ministries' Organizational Core Values on the Real Life Kid's Team.
   - Active participant in team meetings and discussions.
   - Attend and participate in Real Life Kid training sessions.

3. **Real Life Ministries Staff Relations (5%)**
   - This position is considered a "support ministry" to all ministries at the CDA Campus and at all-church events.
   - Interface with staff of other ministries.
   - Must live out Real Life Ministry's Organizational Core Values.
   - Represent Christ and the Church in the community in a Godly way.
   - Value and abide to the expectations of being a member of the church found in our Membership and Align the Team training.
   - Participate in All-Church functions as well as global trainings that fall outside of the specific job description. (Unite, Harvest Fest, Easter Events, etc.)

Qualifications, Required Skills and Competencies:

- Positive Attitude- Optimistic, grace giving spirit. Sees opportunities instead of problems in a way that positively impacts our team culture.
- Spiritual Discipline- Commitment to the ongoing exercises that foster growth in your personal walk with Jesus.
- Team Player- One who sets aside personal agendas in a coordinated effort with other members of the team to better the team and accomplish the mission.
- Relationship- Through God's power, intentionally living out biblical principles by being transparent, accountable, dealing with conflict and encouraging one another towards spiritual growth that glorifies God.
- Responsible Self Starter- someone who has consistent and punctual work attendance, who takes initiative to accomplish their role, overcome challenges, and take ground for Jesus in ministry.
- Character/Integrity- Honesty, reliability, teachability, humility, spiritual discipline and willingness to be entreated.
- Biblical Conflict Resolution- Go to the person and confront in love. Be specific and direct in identifying the issue and your feelings. Listen and clarify what each of you heard and shared in the conversation. If unable to resolve the issue then go and ask the ministry leader to mediate. After the issue is resolved follow up with the person in a day or two.
- Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Communicates changes effectively.

- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions;
  Uses equipment and materials properly

Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:
Self-Awareness: The expectation to understand: your strengths, weaknesses, and limitations; how you gather and process information; how you handle ambiguous and stressful situations, and how you are perceived by and interact with others.

Conflict Resolution: The expectation to take responsibility to resolve conflict Biblically (Matt 5:18). This involves doing your part to initiate conversation, actively communicate, be honest and follow through to resolution.

Unity: The expectation to operate as a team even when things are difficult. This means having each other's' back, supporting each other and striving for alignment.

Confidentiality: The expectation to be trustworthy with personal details about someone else and only sharing if given permission or for the necessity of their safety.

Adaptability: The expectation and resilience to flex and adjust your perspective, approach, and/or plan in consideration of new information, challenges or opportunities with a positive attitude.

Spiritual Aspects of Job Requirements:
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- A strong marriage and family life visible to others.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- A willingness to work a flexible work schedule in addition to seasonal all-staff events.
- Must be 16 years of age or older as most shifts are primarily evenings.

Physical Abilities required
- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate and occasionally loud.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

- **Volunteering**- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Request form and turn into HR.

Employee Name: _____

Employee Signature: _____ Date: _____