

JOB POSTING – 2019

Rockharbor Church

Childcare Worker

About Rockharbor

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA and Charlotte, NC. Our mission is to, “Build communities to reach every community.” Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

About the position

We are hiring a few good childcare workers! One of our most popular classes that we hire childcare workers for is Nurture! This is our mom’s group and we need weekly workers to watch their kiddos. Nurture is Wednesday mornings from 8:45am- 11:45am. Our next session runs Feb 6th through April 24th with no class the week of 3/20 for spring break. This position is a part-time position that pays \$13 an hour and reports to Corrine Smith, our Human Resource Services Manager. Staff members are expected to adhere to Rockharbor’s leadership guidelines [which can be provided upon request].

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the attached job description in detail, ensuring you meet the minimum qualifications.
2. Click on the link below to electronically fill out a secure digital application.

SignNow Link: <https://signnow.com/s/RKhd2crM>

As soon as you are done with the application a copy is securely sent to Corrine Smith for review.

3. Once your application has been received and approved, you will be contacted for a phone interview.
4. If your application is disqualified, you will be notified via email.

JOB DESCRIPTION – 2019

ROCKHARBOR Church

Childcare Worker

Primary purpose of position

To care for kids as their parents attend different events at Rockharbor church.

Key responsibilities

- Care for kids between the ages of birth – 11years of age. (Nurture is only Birth – 5yrs)
- Ensure the safety of the classroom environment.
- Oversee check-in and check-out procedures.
- Monitor the cleanliness of the classroom.
- Communicate with parents on an as-needed basis.

Requirements

- Adherence to all leadership and childcare guidelines as outlined in the employee handbook.

Qualifications

- Intimate and growing personal relationship with Jesus Christ.
- Some experience working with children.
- Leadership, organizational, and time-management skills.
- Cooperative and servant attitude.
- Willing to support policies and leadership of Rockharbor church.
- Strong communication and discretionary skills.

Supervisor: Corrine Smith

Position: part-time hourly/regular/non-exempt

Ministry: RH Childcare

Hours/schedule: Varies

Revision date: Jan 2019

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Rockharbor.