



NORTHEAST
BIBLE CHURCH

Early Childhood Room Leader

Reports to: Childcare Coordinator

Status: Part-Time 5-25 hours per week dependent on availability

Profile: As an Early Childhood Room Leader, you will primarily be responsible for providing a safe and loving environment for children birth-pre K. Your time will be spent investing in children as well as communicating with parents to assure them their child is receiving Christ-centered care during their time in the ECM. You will coordinate the moving parts and resources needed for children in your room with the Childcare Coordinator to engage them in ways that are relevant to their stage of development.

Early Childhood Room Leader will possess:

- A deep love for Jesus Christ and His people.
- A heart for those far from God and in desperate need of finding their spiritual significance in Him.
- Leadership abilities that thrive in a team-based environment.
- Child Development; understanding how to care for kids of different ages and stages of development.
- Strong commitment to building environments that impact the hearts of kids.
- Relatable to both parents and kids.
- A teachable mindset; always seeking to develop personally and professionally.

Core Responsibilities

- Arrive on time to properly set up room and be ready to welcome children and their parents.
- Manage the resources of the room as instructed by the Childcare Coordinator.
- Engage children on their level by being present and leading teaching/lessons given by leadership.
- Be visible and engage parents as they drop off and pick up their children.
- Learn your age group and promote developmentally appropriate toys and safety.
- Properly close the room at the end of the event cleaning toys, removing trash, cleaning floors, etc.
- Follow the policies and procedures outlined by staff leadership on handling discipline, reporting behavior to parents, reporting abuse, etc.

Qualifications

- Commitment to spiritual integrity, moral purity, and healthy relationships.
- A background of working with kids.
- Completion of background check.

Additional Staff Responsibilities

- Participate in all scheduled staff meetings and staff development times.
- Attend and lead events as requested by the Childcare Coordinator.
- Serve on our team with a passion for ministry and a desire for excellence.
- Positive, patient, friendly and professional attitude and demeanor.
- Agreement and commitment to Northeast's Statement of Faith, mission, vision and values.