

MISSION STATEMENT: Holland Rescue Mission exists to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate

HOLLAND RESCUE MISSION Job Description

POSITION: Assistant Teacher

DEPARTMENT: Stepping Stones Child Care

RESPONSIBLE TO: Child Care Director

LEVEL: 5

FLSA STATUS: Part-Time; Non-exempt

SUMMARY: To assist in fulfilling the purpose/mission of HRM by supporting the Lead Teacher in running their classroom within Stepping Stones. They are responsible for the instruction, well-being and safety of the children, as well as the cleanliness of facilities.

RESPONSIBILITIES:

Classroom

1. Follow daily classroom schedule
2. Provide care for the children enrolled in the center focusing on their well-being and safety.
3. Know and follow all Michigan Child Care Licensing rules.
4. Supervise lunch, snack, and outside times within the classroom.
5. Communicate with parents and other staff as needed including logging information.
6. Assist in keeping the child care well maintained, clean and sanitary.
7. Close child care room at end of day - cleaning, locking up and logging as needed.
8. Plan events as directed.

Other

9. Attend regularly scheduled all-staff and monthly child care staff meetings.
10. Assist in the shelter as needed (occasional evening, weekend, or holiday).

Ministry

11. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
12. Work to protect the reputation of the ministry in all events.
13. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.

14. Participate in training as assigned by mission leadership.
15. Participate in overall development efforts as appropriate.
16. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
17. Perform other duties as assigned.

QUALIFICATIONS:

Personal

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our residents and point them to Jesus Christ as Savior and Lord.
- Must have a desire to work with children of all ages.

Education and Experience:

- Experience working with children required
- Experience in Rescue Mission or urban ministry work preferred
- Knowledge of what God is doing through the ministry of Rescue Missions

Skills & Abilities:

- Must love children – especially high-risk inner-city children.
- Must have organizational, time management, multitasking and networking skills.
- Must be able to communicate effectively with variety of people in various circumstances.
- Must be able to interact in a positive way with guests, volunteers, and other staff – be a team player.
- Must have leadership gifts commensurate with position demands.
- Must be CPR/First Aid certified or willing to obtain

Physical:

- Be able to read, write and interpret written documents
- Manipulate, handle, feel and control items or equipment
- Lift a 10-30-pound child, using all safety precautions
- Stand, sit, walk, bend, kneel, reach and play with infants for long periods of time
- Communicate effectively with parents, co-workers and volunteers

- Conduct both outdoor and indoor activities, in both warm and cold temperatures
- Occasionally lift and move objects weighing up to 35 pounds

2 Timothy 3:16-17 *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: _____ Date: _____