

**Concord Church Position Description**  
**Job Title: Kids Klub Assistant**  
**Reports to: Nursery Director**  
**Updated: November 4, 2015**  
**Non-Exempt**

## **General Summary**

The Kids Klub Assistant cares for children in a day care setting.

The Kids Klub Assistant exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Assists teachers with daily plans and activities.
- Assists in planning and preparing classrooms, sets up interest centers, and prepares supplies and materials as needed.
- Supervises the classroom when the teacher is away.
- Helps with general housekeeping and kitchen tasks.
- Supervises outside playground activities.
- Assists with diaper changing and toilet training.
- Ensures all children are clean (faces, hands, clothes, etc.)
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

## **Supervisory Responsibilities**

This position is an individual contributor role with no direct reports.

## **Education and Experience**

This position requires a minimum of a high school diploma or GED.

Previous childcare experience is preferred but not required. Must be adult and child CPR, first aid, and AED certified within 30 days of hire.

### **Physical Requirements**

An employee in this position primarily works in a typical daycare environment. An employee in this position is required to walk, hear, speak, and stand to interact with vendors, church staff, members, and volunteers. Must be able to lift up to 50 pounds and crouch, crawl, and kneel to assist children. Manages activities that require walking, running, throwing, and kicking. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

### **Travel Requirements**

No travel is required for this position.

### **Concord Church Membership**

This position is not required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.