

Houston Northwest Church Job Description

Job Title: Preschool Ministry Caregiver
Reports To: Preschool Ministry Director
FLSA Status: Non-Exempt
Approved By:
Approved Date:

Job Overview

The role of the Preschool Ministry Caregiver is to supervise children participating in Kids' Ministry activities at HNW and teach prepared curriculum during weekend and weekday ministry programs.

Personal Beliefs & Behaviors

Due to the nature of the position, a successful candidate must be a fully devoted Christ-follower called and dedicated to the ministry of children and parents. And, all HNW employees must fully support the ministry of HNW and its leadership team through their actions.

All staff members at HNW are expected to maintain a professional and positive presentation to children, parents, co-workers, and members of the congregation.

Members of the Preschool Ministry team must have the ability to successfully work independently, as well as in a team environment.

Responsibilities

The responsibilities listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities include, but are not limited to, the following:

- Manage a classroom by providing a safe and secure learning environment for children ranging in ages of 8 weeks through 6th grade.
- Teach prepared lesson plans with materials and curriculum provided.
- Maintain a safe and healthy environment for children and staff by following the HNW Kids cleaning procedures and sanitation practices.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.