

## Daycare Assistant

### Principle Function:

- The primary function of the Daycare Assistant is to support the Daycare Coordinator in establishing a warm, safe, loving Christian environment for the children and their mothers that will enable them to grow spiritually, educationally, physically, and emotionally.
- Under the general supervision of the Program Director - Women's Division.
- **STATUS: FT (# hrs.) or PT (# hrs.): FT (40+)**
- **Management or Non-management position: Non-management**
- **Salary Exempt or Hourly Non-Exempt: Please indicate: Hourly Non-Exempt** (Exempt positions must meet and comply with FLSA requirements)

### Responsibilities:

- Perform as role model for clients at all times, teaching and demonstrating Christian principles.
- Uphold and enforce all policies and procedures of the Durham Rescue Mission, the Women's Division and the daycare policy manual; willingness to give write-ups for mothers and children who are not abiding by these rules.
- Sustain a faithful attendance record, responsibilities, and promptness each day.
- Maintain and currently update all children's files concerning information sheets, schedules, health, immunization, babysitting forms, and safety, as well as accountability hours for clients.
- Substitute at times when the daycare has a reduced number of workers on a temporary basis due to Victory classes, illness, appointments, and other unplanned reasons.
- Supervise children and daycare staff in work, play, and naptime activities.
- Compile lessons and activities for infants, toddlers, pre-school, and school-aged day campers.
- Oversee and keep the Daycare neat and clean at all times.
- Monitor recalls of child safety equipment, furniture, toys and supplies.
- Instruct new workers in proper procedures as well as reinforce policies to the older workers.
- Teach mothers about proper snacks, cleanliness, childcare, and discipline needs of their children.
- Manage disputes between workers and children.
- Confront mothers when they are neglecting their child/ren.
- Contact mothers when their child misbehaves.
- Arrange for care of school-aged children when school is not in session.
- Participate in weekly staff meetings.

- Coordinate volunteers that have completed background checks and who will be assisting from time to time in the care or education of the children.
- Follow directions willingly.
- Remember that there is no such thing as a “normal” day while being flexible in stressful times.
- Ensure a healthy snack is given to children at am and pm snack times.
- Track snacks being brought in each week by parents.
- Track donations and make sure all items are not broken or unsafe
- Assign a daycare worker to do laundry each week.
- Maintain an up-to-date cleaning chart for clients.

### **Physical Demands/Work Environment:**

- The physical demands described here 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 essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is frequently required to sit and occasionally climb or balance, stoop, kneel, crouch or crawl.
- The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- May spend 6 to 8 hours at a time in front of a computer screen.
- Interacts with staff, clients, visitors, etc., under all conditions/circumstances.
- May be required to work extended periods of time.

### **Knowledge, Skills and Abilities:**

- Computer skills (MS Office - Word, Excel, PowerPoint and typing).
- Problem solving and decision-making skills.
- Excellent communication skills (both oral and written).
- Knowledge and familiarity with relevant information systems, databases, and software applications in an educational setting.
- Excellent organizational skills.
- Must have ability to counsel clients based on Biblical concepts.
- Must have coordinating abilities to organize childcare classes.
- Ability to direct clients in the care of the children.

**Training and Experience:**

- BA/BS in Christian Education preferred
- Three to Five years' experience working in daycare preferred
- Must maintain a valid North Carolina Driver's License

**Special Requirements:**

- All employees of the Durham Rescue Mission must be faithfully attending and in good standing in a local Bible-believing church.
- Be in full agreement and adhere to and practice in their daily life the DRM Doctrinal Statement.
- Be in full agreement with Sufficiency of Scripture in counseling with co-workers and clients. (See Document – The Sufficiency of Scripture in a Therapeutic Culture)
- Employees must also have an exemplary testimony both before the church and the world.
- Must exhibit and exemplify a good testimony and personal integrity.
- Must sign and be in agreement with Durham Rescue Mission Statement of Faith.
- Must be a person of prayer and a positive team player.
- Agrees and carries out responsibilities in accordance with the Mission's policies.
- Committed to serving the poor and homeless.
- The Daycare Assistant shall be a mature, dedicated Christian who has felt the call of God to this field of ministry (who has a sense of "Mission") and shall pledge herself to fulfill all areas of responsibility to this position, motivated by her Christian urgency to demonstrate a sensitiveness, self-discipline and enthusiasm in dealing with all people within the scope of her administrative and ministerial responsibilities.

**Disclaimer Statement**

The above is intended to describe content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Durham Rescue Mission reserves the right to change, add, delete at any time from this job description to meet the needs of the organization.

I have read and agree to the above mentioned responsibilities of the described position of the Durham Rescue Mission. I understand that employment with Durham Rescue Mission is always "at-will."

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 Name

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 Date

*\*\*Last Updated: 7/18/23 KZ*