**JOB TITLE:** Associate **DEPARTMENT:** Blessed Beginnings

**REPORTS TO:** Director of Blessed Beginnings **REVISION DATE:** 08/2021

 Or designee

**JOB SUMMARY:** The Blessed Beginnings Associate is responsible to nurture and teach enrolled children and to serve as a role model and encourager. The goal of this job is to maintain a safe, loving Christian environment where children develop a positive self-concept based on a trusting relationship with God while meeting the physical, emotional, intellectual and spiritual needs of the children. Adheres to Nazareth Lutheran Church’s performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

**PREREQUISITE QUALIFICATIONS:**

1. Education: High school graduate or equivalent preferred but not required. Must be at least 16 years of age.
2. Experience: Childcare experience.
3. Skills, Knowledge, and Abilities:
	* High reasoning skills
	* Personal computer, word, spreadsheets, email
	* Intermediate reasoning ability
4. Certificates and Licenses: (Need to be completed after hiring, if not presently completed)
* Must successfully complete criminal and child abuse background check and have fingerprints submitted to licensing entity for evaluation
* CPR
* First Aid
* Mandatory Reporting,
* Universal Precautions Certificate
* Additional training hour
1. Physical Demands:
	* Medium to heavy lifting, pushing and pulling up to 35 lbs
	* Frequent exertion of force of up to 50 lbs
	* Moderate sitting, standing, walking, squatting/kneeling, twisting, bending
	* Extensive deviation of wrist, frequent pinching

**DUTIES, TASKS, RESPONSIBILITES:**

1. Attend to personal spiritual growth:
* Models biblical principles of spiritual leadership and discipleship in the context of relations interactions and the performance of job responsibilities
* Displays a positive attitude and love for children and ability to create a Christ-centered environment
* Must be coachable and maintain good character
1. Assures Blessed Beginnings operates as a Christ-centered ministry:
* Emphasizes mission of Blessed Beginnings in all interactions with parents, staff and children
* Helps engage children in play and planned activities
* Maintains open communications
* Assists in daily operations of Blessed Beginnings
* Assists in cleaning rooms and accomplishing closing procedures/expectations
* Attends monthly staff meetings
1. Adheres to all policies and procedures:
* Keeps supervisor informed of problems or concerns
* Resolves problems independently as appropriate
* Adheres to existing policies, procedures and regulating agency guidelines
1. Adheres to all safety policies and procedures:
* Follows established safety policies of the agency, such as safe sleep for infants, diapering, handwashing, and other policies related to healthy and safe environments
* Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations
* Maintains a safe working environment and practices safe working habits

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed Date

**MISSION**

*Living together in God’s amazing grace, we invite all people to know Christ, grow in Christ,*

*and make Christ known.*

**VISION**

*“Getting Our Hands Dirty for the Cause of Christ!”*

**VALUES**

   