



6759 South County Road 25A  
Tipp City, OH 45371  
937.667.1069

**GINGHAMSBURG CHILDREN'S MINISTRY PAID PROVIDER TEAM**

**POSITION TITLE:**

Paid Provider

**ACCOUNTABLE TO:**

Evening Coordinator /Director and Assistant Director of Children's Ministry

**EDUCATION REQUIREMENTS:**

- Must be at least 18 years old
- High School Diploma or higher
- Experience working with children.

**Employee will submit:**

- Application
- Resume
- Certificate of Education
- Three professional/personal references
- Authorization to Obtain Consumer Report
- Felony Statement and Fingerprints (if requested)

**SPIRITUAL REQUIREMENTS:**

- Profess Jesus Christ as Lord and Savior.
- Commitment to personal spiritual growth and a healthy life style.
- Consider this job a ministry.
- Meet and model standards and expectations of leaders within Ginghamsburg Church.
- Regular worship attendance in a Bible-based community.

**POSITION REQUIREMENTS:**

- Must attend quarterly in-service training offered through our Children's Ministry.
- Must participate in an additional 15 hours of in-service each year through outside resources.

**PHYSICAL REQUIREMENTS:**

- Employee should be comfortable with prolonged sitting and standing.
- Employee should be able to lift and hold up to 50 lbs.
- Employee should be able to squat to a child's height and maintain eye contact at a child's level.
- Employee should be able to sit on the floor with children for prolonged periods of time.
- Employee should be able to bend and reach from floor to waist several times throughout the day.
- Employee should be able to crawl around on the floor and interact with the children in their space.
- Employee should be able to do lifting and walking as needed.

**SKILLS:**

- Understand a child's social/emotional, cognitive, physical and spiritual developmental needs at all age levels.
- Must be a very patient individual.
- Demonstrate the ability to create and effectively implement age appropriate activities.
- Have the ability to evaluate on an on-going basis the social/emotional, cognitive, physical and spiritual developmental stages of an individual child.
- Have the ability to plan and implement methods of establishing a positive partnership with the child's parents.
- Possess the ability to interact effectively with children, parents, peers and administrative staff.
- Possess the ability to work both independently as well as within teams.

**RESPONSIBLE FOR:**

- Provide for the physical needs of the child. This includes but is not limited to the following responsibilities:
  - Assisting the child with toilet training including dressing and undressing during toileting.
  - Teaching proper hygiene including washing hands after using restroom, before and after snack time, and after activities that involve handling glue or other craft items.
  - Providing snacks to the children using proper hygiene including wearing gloves when handling food and placing snacks on napkins or in paper cups.
  - Assuring that the tables where snacks are consumed are properly cleaned before and after snacks are served.
- Provide for the emotional needs of the child. This includes but is not limited to the following responsibilities:
  - Giving the child appropriate emotional support and attention to assist in the child's separation from the parent and adjustment to the classroom.

- Provide for the cognitive needs of the child. This includes but is not limited to the following responsibilities:
  - Reading stories and singing songs to the child to enhance their listening skills.
  - Using storyboards and other items from the Learning Lab to enhance comprehension and visual stimulation.
  - Encouraging the use of toys and other objects to enhance eye-hand coordination and fine motor manipulation.
- Provide for the spiritual needs of the child. This includes but is not limited to the following responsibilities:
  - Reading Bible stories from age-specific books to foster Biblical knowledge and growth.
  - Singing songs with spiritual content to foster Biblical knowledge and growth.

**ADDITIONAL RESPONSIBILITIES:**

- Be a team player with your co-workers.
- Be committed to professional self-growth.
- Be open to networking in the educational field, learning from and working with others outside your work arena.

**HOURS REQUIRED:**

- This position is part time with a maximum of 24 hours each week.
- Available hours for evening care providers include the following:  
Saturdays 7-9 p.m.; Sunday 5:30-8 p.m.; Mondays, Tuesdays, Wednesdays, Thursdays 6-9 p.m. and special events.