JOB DESCRIPTION

Position	**Department**	**Reports to**
Child Care Assistant	Child Care	Child Care Coordinator
Employment Status/Schedule	**FLSA Status**	**Salary Level**
Full Time; 1st shift Mon-Fri	Non -Exempt	5
Location	**JD Number**	**Last Update**
Gateway Women & Children's Center	03-03	1-20-26

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Assistant supports the Lead Teacher to care for, teach, and minister to the children who are living at the Center. Caring for children from a diverse background including trauma, poverty, and homelessness requires both compassion and understanding.

Essential Duties & Responsibilities

- Follow daily classroom schedule
- Provide care for the children enrolled in the center focusing on their well-being and safety.
- Know and follow all Michigan Child Care Licensing rules.
- Supervise lunch, snack, and outside times within the classroom.
- Communicate with parents and other staff as needed including logging information.
- Assist in keeping the childcare well maintained, clean and sanitary.
- Close childcare room at end of day - cleaning, locking up and logging as needed
- Plan events as directed.
- Attend regularly scheduled all-staff and monthly childcare staff meetings.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- High school graduate or equivalent required
- One (1) year childcare experience preferred
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Basic organizational, time management, multitasking and networking skills
- Ability to communicate effectively – written, verbal and electronic communication
- Ability to engage with children and parents from a diverse background
- Basic computer skills (Microsoft Office 365, Outlook, data entry)
- Ability to obtain CPR/First Aid/AED/BBP training

Physical Activities/Demands & Work Environment

- Stand, sit, walk, bend, kneel, reach, and play with infants regularly
- Lift a 10 – 30-pound child using all safety precautions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Moderate exposure to working both outdoors and indoors, in both warm and cold temperatures. Limited environmental hazards including blood borne pathogens, air borne pathogens, bodily fluids

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____ Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an ‘at will’ relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.