

JOB DESCRIPTION

JANUARY 2019

Job Title:	Extended Day Ministry Aide
Job Status:	Regular Part Time
Exempt Status:	Non Exempt
Department:	Elementary School
Department #:	636
Reports To:	Extended Day Ministries Director and/or Assistant Director
Position Supervised:	N/A
Delegated Authority:	N/A
Education Requirement:	High School Diploma

MINISTRY PURPOSE:

All employees in service to Capital Christian Center must be mature persons, committed to the religious mission of Capital Christian Center, with a personal born-again experience in Jesus Christ, evidence of a consistent Christian life, and personally subscribing to the Tenets of Faith of Capital Christian Center.

All employees are deemed integral parts of the ministry of Capital Christian Center, and each is expected to conduct himself or herself on the job and privately in their personal lives, on-site and elsewhere, in such a way as to complement the image and mission of Capital Christian Center, toward the advancement of the cause and Kingdom of Jesus Christ.

JOB SUMMARY: It is the primary responsibility of the Extended Day Ministry Aide to provide activities for children from kindergarten through 5th grade in the Extended Day Ministries program, to comply with the overall procedures and policies of the program, and to be an effective witness for Christ.

ESSENTIAL FUNCTIONS OF THE JOB:

- Keep children safe and accounted for.
- Maintain behavior standards and complete disciplinary forms, as necessary.
- Complete routine paperwork.
- Provide first aid and complete accident/injury reports, as necessary.
- Greet and monitor adults as they pick up children.
- Assist in daily clean up and closing of the program.
- Perform other duties as assigned by the Supervisor.
- Keep children safe and accounted for.
- Maintain behavior standards and complete disciplinary forms, as necessary.
- Complete routine paperwork.
- Provide first aid and complete accident/injury reports, as necessary.
- Greet and monitor adults as they pick up children.
- Assist in daily clean up and closing of the program.
- Perform other duties as assigned by the Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Minimum of one year paid or volunteer experience in working with school-age children.
- High school diploma, with some child development or ECE units desirable.
- Ability to develop cooperative working relationships with coworkers and to relate well to all school-age children.
- Ability to perform light physical work, exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently and exerting a negligible amount of force constantly to move objects and perform activities such as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.

NOTES:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills duties, requirements, efforts, and functions for working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Capital Christian Center/School may add to, modify or delete any aspect of this job (or the job itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
