

Prairie Ridge Church

Application for:
Early Childhood Coordinator (Part-Time)

Applications with resume due April 9th, 2018
Drop off at church office or email to csidler@ridgelife.org



Job Title: Wee Ones Coordinator PT – at least 4 hours each month – up to 12 hours each month (must be available to work one service at least twice a month year round) Must be 18 years or older

Job Summary: To help oversee Sunday morning nursery/preschool rooms – shifts are 8:15 a.m.-10:15 p.m. , 10:00 a.m.-12:00 p.m., and 5:00 p.m.-7:00 p.m.

Reports To: Early Childhood Director

Essential Duties, Tasks, and Responsibilities:

- Greeter – Greet parents, kids, and volunteers, answering questions, sign in volunteers and sign up new families.
- Hospitality – Help new families find their rooms and to answer questions
- Volunteer – signs in volunteers and maintains room ratios
- Instructional – fills in for teachers that are gone, puts curriculum in rooms
- Set up, maintain, and clean up on Sunday
- Must have other childcare for own children when you are working, as we are responsible for a large number of children each Sunday.

Other Duties & Responsibilities:

- Twice yearly meetings for training and FAQ

Knowledge & Skills:

Good communication

Able to articulate policies and answer questions

Works well with adults and children

Welcoming

Education & Training:

Previous experience in childcare, teaching, or with children preferred

FLSA Status: Exempt

Working Conditions:

Exposure to children

Inside

Physically able to stand for 2 hours

Able to lift up to 35 lbs.



Employment Application

| | | | |
|------------------|------------|-------|-----------|
| Last Name | First Name | MI | Telephone |
| Current Address | City | State | Zip |
| Position Desired | Date | | |
| | | | Email |

Are you employed now? Yes No May we contact your present employer? Yes No

Can you, if hired, submit verification of your legal right to work in the U.S.? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity compliance with The Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.

Have you ever been convicted of a crime in this state or any other state? Yes No

If so, explain: _____

If you are offered employment with Prairie Ridge Church, you will be asked to consent to a national criminal background & sex offender search as a condition of employment.

Education

| | Name & Location | #yrs | Major | Diploma /Degree |
|-------------------|-----------------|------|-------|-----------------|
| High School | | | | |
| College/Technical | | | | |
| Other (Specify) | | | | |

Employment History *(list most recent experience first)*

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|--|----------------------------|----------|--|
| Employer: | Type of Business: | | |
| Address: | Telephone Number: | | |
| Position Title: | Dates employed: Start Date | End Date | |
| Supervisor: | Title: | | |
| Describe responsibilities and duties – be specific | | | |
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| Reason for leaving: | | | |
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|--|----------------------------|----------|
| Employer: | Type of Business: | |
| Address: | Telephone Number: | |
| Position Title: | Dates employed: Start Date | End Date |
| Supervisor: | Title: | |
| Describe responsibilities and duties – be specific | | |
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| Reason for Leaving: | | |
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| Employer: | Type of Business: | |
| Address: | Telephone Number: | |
| Position Title: | Dates employed: Start Date | End Date |
| Supervisor: | Title: | |
| Describe responsibilities and duties – be specific | | |
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| Reason for leaving: | | |
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Professional References

| Name | Relationship | Phone |
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Personal References

| Name | Relationship | Phone |
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