



## **Position: Childcare Worker**

**Classification:** Part Time, non-exempt

**Hours/Pay:** 2 to 6 hours per week, \$16.28 per hour

**Closing Date:** Applications must be received by Sunday, Feb 25th

Thank you for taking the time to consider applying for Childcare Worker position. The purpose of this cover letter is to help you gain a better understanding of the role and the person we are looking to fill that role.

The Childcare Worker is an important part of the Northlake staff, as you will be responsible and caring for a very important and vulnerable part of our congregation and will be interacting with families and parents each week. This person helps to provide a safe, welcoming and nurturing environment for children ages newborn to pre-kindergarten. The goal is to show love, provide fun, and, above all, inspire kids to know, love and follow Jesus!

This position requires availability for Sunday mornings and during the school year, Wednesday mornings. Occasional evening availability for evening classes or special events may be needed.

This packet contains a job description that communicates the specific tasks and job duties for this position. Additionally, what type of person are we looking for?

- First and foremost, someone who is passionate about Jesus Christ.
- Someone who has a love for children and a belief that young children can be learning about the love of God.
- Someone who is highly relational. You will be spending time talking and listening to our youngest and communicating with their parents.
- Someone who is responsible. You work well with others, you communicate well, and you follow through.
- Someone who is a team player. You are willing to do tasks and roles that may not be on your job description, but further the work of the church. No task is too small or too big for you.

If you are interested in applying for this position, please fill out the attached application and turn it in to the front office, or mail it to Northlake Community Church, 1471 McLeod Rd, Bellingham, WA 98226. If you have questions about this position, please feel free to contact any of the following:

- Sonja Prink (Early Childhood Director) – [sonjay@northlakeonline.org](mailto:sonjay@northlakeonline.org)
- Peggy Dvorachek (Business Director) – [peggyd@northlakeonline.org](mailto:peggyd@northlakeonline.org)



## Northlake Job Description

**Position Title:** Childcare Worker  
**Reports to:** Early Childhood Director  
**Supervision of Personnel:** none

**Date Prepared/Updated:** February 2023  
**Classification:** Regular Part-time, Non-Exempt

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**Purpose Statement:** To provide a safe, welcoming and nurturing, age-appropriate environment for children ages newborn to pre-kindergarten in the Early Childhood ministry area. Inspiring kids to know, love and follow Jesus is our mission in all that we do.

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### Job Description:

#### Essential Functions:

- Proactively greet and engage with parents as the Sunday Service Coordinator
  - Listen to parents for special instructions
  - Check babies through preschoolers in and out adhering to policies set in place for drop off and pick up
  - Register new families
  - Direct families to appropriate room and small group leader
  - Act as security during service by being available and seen in the hallway
  - Make extra copies of lesson crafts if needed
  - Prep materials for future lessons
  - Message parents, if needed, during service
- Engage with preschoolers as a Group Leader
  - Engage preschoolers in small group activities and crafts
  - Lead group in lesson with either video or props
  - Be mindful of the time and transition preschoolers when and where they should be
  - Worship with group by singing and performing motions
  - Help individuals with using the restroom following safety guidelines
  - Read and follow information on name labels (allergies, special instructions)
- Follow all Early Childhood safety and protocol rules
  - Read and follow the Child and Youth Safety Policy and Procedures Manual
  - Follow guidelines for sick children in the Early Childhood area
  - Clean and sanitize used toys after each service
- Function as a team within the Early Childhood staff and volunteers
  - Help volunteers to feel welcome by interacting with them, answering their questions and directing them to correct locations and small group leaders
  - Attend Early Childhood staff meetings/trainings – mini training sessions before each Sunday service and other training meetings 2-3 times per year

#### Education, Skills, Abilities and Other Requirements:

- Passion for serving God and our church body through ministering to babies through preschoolers and their families;
- Good organizational skills;
- High moral character and good attendance record;
- Proven character of honesty and integrity;
- Flexible schedule – Be available Sunday mornings, possibly weekday shifts (typically Wednesday mornings and Thursday evenings), and occasional weekend evening shifts;
- Current First Aid and CPR certification (or be willing to become certified)
- Satisfactory completion of nationwide criminal background check



## **APPLICATION FOR EMPLOYMENT**

- *This church does not discriminate in its hiring practices on the basis of race, sex, national origin, age or handicapping conditions.*
- *All applicants must have a desire to serve and extend God's grace to others, be gospel minded, and in a committed relationship with Jesus Christ. Due to this, we may discriminate on the basis of religion.*
- *Upon employment, you will be required to show proof of identity and citizenship.*
- *Attach a statement of explanation for any question that you do not understand or any question you do not know how to answer.*

### **General Information:**

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ BEST WAY TO CONTACT YOU \_\_\_\_\_

Emergency telephone# with contact name & relationship to you \_\_\_\_\_

Days & hours you are available to work \_\_\_\_\_

Do you have any medical training or are you certified for CPR and/or First Aid? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please mark the YES box and enter the expiration date of your certification.*

YES	TYPE OF CERTIFICATE	EXPIRATION DATE
	Infant/Child CPR	
	Adult CPR	
	First Aid	

Do you have a Food Handler's Card? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please enter the expiration date on your card \_\_\_\_\_

### **Background Information:**

Are you a member of Northlake Community Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you personally accepted Jesus Christ as you Lord and Savior? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you in agreement with the Doctrine of Northlake Community Church? Yes \_\_\_\_\_ No \_\_\_\_\_  
*The Northlake Doctrinal Statement is found on the last page of this application.*

## Background Information (Cont'd):

The next few questions refer to Spiritual Gifts. Using the chart below and based on experience or feedback, please circle the spiritual gifts you believe you have. If you are not aware of your gifts, check here for a Spiritual Gifts Inventory.

Spiritual Gifts			
Administrative	Discernment	Encouragement	Faith
Giving	Helps	Hospitality	Knowledge
Leadership	Mercy	Prophecy	Serving
Shepherding	Teaching	Wisdom	

What do you feel is your greatest strength? \_\_\_\_\_

What do you feel is your greatest weakness? \_\_\_\_\_

## Experience and Education Information:

### Education:

High School Graduate or General Education Development (GED) Test Passed? \_\_\_\_\_

Post High School Training (College, Business, School, etc.):

Name & Location	Dates	Graduated?	Degree/Date	Major or Subject
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Conferences, Workshops you've attended related to job duties:

Title of Conference/Workshop	Clock Hours	Trainer or Sponsor
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe any additional experience (other than in employment history) that would relate to job duties:

### Employment History (Start with current or most recent employer – include volunteer experience if applicable):

Employed by \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Hours per week/month \_\_\_\_\_

Specific Duties \_\_\_\_\_

Experience and Education Information (Cont'd):

Employed by \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Hours per week/month \_\_\_\_\_

Specific Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed by \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Hours per week/month \_\_\_\_\_

Specific Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

References:

Please provide the names of three individuals (not relatives) who have known you for three years or more and who can provide a reference for you. If you are under the age of 18, you may use the name of a parent and/or teacher. If possible please include at least one reference from someone in this church. All people listed as references should be informed that you have listed them.

References that are acceptable are limited to the following: 1) A former or present pastor; 2) Longtime friend; 3) One parent (for minors); 4) Teacher (for minors); 5) Church member (who has sufficient strength of relationship to comment on the individual's personal habits and character); and 6) Employer or colleague.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Length of time known \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Length of time known \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Length of time known \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that the above is true and correct to the best of my knowledge. My signature on this application bears witness that the information and statement provided are true and complete and that any misrepresentation or omission of given information may be grounds for dismissal. I authorize an investigation of statements contained in this application which will allow the employer to make an employment decision.

I authorize any reference of churches listed in this application to give any information that they have regarding my character and fitness for lay ministry. I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization from any and all liability for damages.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on the behalf of the church.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature (if applicant is a minor) \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

# Northlake Community Church

## DOCTRINAL STATEMENT

### **What we believe about God and His Word:**

1. We believe in the Scriptures of the Old and New Testament as verbally inspired by God and inerrant in the original writings and that they are of supreme and final authority in faith and life. (2 Tim. 3:16; 2 Peter 1:20, 21)
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Is. 43:10; Titus 3:4; Matt. 3:13-17, 28:19)
3. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man. (Matt. 1:20-23; Phil. 2:5-9; Is. 7:14)
4. We believe in the resurrection of the crucified body of the Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate. (John 20:1-16; Acts 1:9; Heb. 4:14-16)

### **What we believe about man and salvation:**

5. We believe that man was created in the image of God, and that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, which is revealed in thought, word, and deed. (Gen. 1:26, 27; Rom. 3:23; 6:23)
6. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood. (1 Peter 3:18; 2 Cor. 5:21; Eph. 2:8-9; Rom. 5:8, 17; 6:23)
7. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God; that they are indwelt and sealed by the Holy Spirit and so are secured unto the Day of Redemption. (Titus 3:5; 1 Cor. 12:4-7, 13; 1 John 3:2; Eph. 4:11-13, 30; Rom. 12:4-9)

### **What we believe about our relationship with God and His church:**

8. We believe that the Church of Jesus Christ was begun at Pentecost, is composed solely of believers, is the Body and Bride of our Lord, is distinct from Israel, and that its business is to complete itself through the winning of lost souls to Christ. (Acts 1:8; Acts 2; Eph. 5:22-23)
9. We believe that Jesus Christ instituted the Lord's Supper to commemorate His death till He comes. We believe that water baptism is an ordained testimony, portraying the believer's union with Christ in His death, burial and resurrection. (1 Cor. 11:23-26; Acts 8:36)
10. We believe that God created man and woman in His image, different, but equal. God instituted marriage as a covenant relationship between one man and one woman. His intent is that marriage last for life. It is further a picture of the relationship between Christ and His church. (Gen. 2:4-25; Matt. 19:4-6; Rom. 1:18-32; I Cor. 6:9-11, 18-20; 7:1-3; Eph. 5:3-7, 22-33; Heb. 13:4)

### **What we believe about eternity and our destiny:**

11. We believe in "that blessed hope," the personal and imminent coming of our Lord into the air for His saints. (1 Thess. 4:16-18; Acts 1:11)
12. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost. (1 Cor. 15:51-54; Rev. 20:15)
13. We believe that Satan, a fallen angel, is the god of this age, the adversary of Christ and His Church, and that his destiny is eternal punishment. (2 Cor. 4:4; Rev. 20:10)