
UNION CHAPEL M.B. CHURCH

JOB ANNOUNCEMENT FOR DAYCARE WORKER / TEACHER

REPORTS TO: CDC Director

STATUS: Full-Time / Hourly

GENERAL SUMMARY: Union Chapel Missionary Baptist Church Child Development Center has an immediate opening for a Daycare Worker/Teacher.

QUALIFICATIONS: Must always demonstrate a love for God and people. Provide a safe and nurturing environment for children to encourage social, emotional, physical, spiritual and intellectual development. Must maintain a positive relationship with parents, children and staff, always ensuring the safety of children. Must have a high school diploma or its equivalent.

SKILLS NEEDED:

- Accountability
- Adaptability
- Problem-solving
- Time-management
- Organization
- Advanced multitasking
- Interpersonal skills

ESSENTIAL JOB FUNCTIONS:

- Attend to children's basic needs with feeding, dressing, changing diapers, etc.
- Ensure the children have good hygiene and changing diapers as necessary
- Carry out classroom procedures and schedule
- Create age-appropriate lesson plans and organize curriculum activities
- Develop classroom procedures and schedule for the children to maintain throughout the day
- Keep records of each child's progress, interests, and any problems that may occur
- Clean and sanitize classroom interactive areas (tables, toys, and surfaces, etc.)
- Maintain contact with the children's parents to help children progress towards educational and behavioral goals
- Ensure children are learning positive behaviors and provide guidance or approved discipline, as needed
- Other duties as assigned

CLASSES:

Infant: 6 weeks to 1 year

Toddler: 1 year to 2 years

Preschool: 3 years to 4 years

How to apply: Visit the church's website at: www.unionchapel-hsv/employment

Ways to Submit:

- Email to: HR@unionchapel-hsv.org
- Mailed to Union Chapel M. B. Church
 - ATTN: Human Resources
 - 315 Winchester Road Huntsville, AL 35811
- Apply in the Church Office on weekdays between the hours of 9:00am - 4:00pm

CONFIDENTIALITY STATEMENT

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal!
