



Topeka Rescue Mission Children's Palace
JOB OPENINGS & QUALIFICATIONS REQUIRED

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LEAD TEACHING STAFF –

INFANT (1 Lead Needed)

BRIEF DESCRIPTION: This ministry position focuses on leading and coordinating all aspects of function for Infant Room which includes children aged two weeks to twelve months. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace. *(Qualifications listed below)*

INFANT/CRAWLER/TODDLER QUALIFICATIONS

Option 1: An individual who has at least three months' experience caring for infants and toddlers and meets one of the following:

- 1:
Six months' teaching experience in licensed facilities with children of the same age as enrolled in present facility.
- 2:
 - (A) Five sessions of observation for not less than 2 1/2 consecutive hours per observation in licensed facilities with children of the same age as enrolled in present facility; and
 - (B) 10 clock hours of workshops approved by the state licensing staff;
- 3:
 - (A) A minimum of three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources; and
 - (B) supervised observation in high school or college or three months' work experience with children of the same age as enrolled in present facility; or
- 4: A child development associate credential

Option 2: a licensed L.P.N. or R.N. with three months' experience in pediatrics or in licensed child care centers enrolling infants and toddlers; or

Option 3: a child development associate credential in infant and toddler care.

LEAD TEACHING STAFF:

CRAWLER (1 Lead Needed)

BRIEF DESCRIPTION: This ministry position focuses on leading and coordinating all aspects of function for Crawler Room which includes children typically aged 12-24 Months. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace. *(Qualifications listed below)*

CRAWLER QUALIFICATIONS

Option 1: An individual who has at least three months' experience caring for infants and toddlers and meets one of the following:

- 1:
Six months' teaching experience in licensed facilities with children of the same age as enrolled in present facility.
- 2:
 - (A) Five sessions of observation for not less than 2 1/2 consecutive hours per observation in licensed facilities with children of the same age as enrolled in present facility; and
 - (B) 10 clock hours of workshops approved by the state licensing staff;
- 3:
 - (A) A minimum of three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources; and
 - (B) supervised observation in high school or college or three months' work experience with children of the same age as enrolled in present facility; or
- 4: A child development associate credential

Option 2: a licensed L.P.N. or R.N. with three months' experience in pediatrics or in licensed child care centers enrolling infants and toddlers; or

Option 3: a child development associate credential in infant and toddler care.

LEAD TEACHING STAFF:

PRESCHOOL (1 Lead Needed)

BRIEF DESCRIPTION: This ministry position focuses on leading and coordinating all aspects of functioning for Preschool Room which includes children typically aged three to five years. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace. *(Qualifications listed below)*

PRESCHOOL QUALIFICATIONS

Option 1:

- (A) Five sessions of observation for not less than 2 1/2 consecutive hours per observation in licensed preschools or child care centers. Child care center staff shall plan their observations so that daily activities during morning, lunch, nap time and late afternoon can be observed; and
- (B) One year of teaching experience in licensed centers or preschools, or one year of supervised practicum in licensed centers or preschools; or

Option 2:

- (A) Seven to nine semester hours of academic credit or equivalent training in child development or early childhood education; and
- (B) three months' teaching experience in licensed centers or preschools, or one year of supervised practicum in licensed centers or preschools; or

Option 3:

A child development associate credential.

OTHER POSITIONS (2 Fulltime)

FACILITIES STAFF BRIEF DESCRIPTION: These fulltime ministry positions provides facility upkeep and maintenance to the Children's Palace. Experience with custodial and maintenance preferred.



Topeka Rescue Mission Ministry Position Description

Position Title: Children's Palace Substitute
Location: 601 NW Harrison Street
Reports to: Children's Palace Program Director
Date: TBD 2017

SUMMARY OF RESPONSIBILITIES:

This on-call ministry position focuses on assisting varying classrooms in programs and activities for children aged zero to five. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace.

MINIMUM QUALIFICATIONS:

All candidates must be ministry-minded and have a strong desire to see children learn and thrive. Experience with homeless, at-risk families and children five years of age and under preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for the following aspects of childcare:
 - Daily reporting to Program Director for schedule and classroom assignment-assignments may include coverage for other staff during breaks and planning times, or daily coverage for classroom. Substitutes will be called as needed to fill in for varying positions within the Children's Palace.
 - Assist in the management of an attractive and engaging environment that encourages exploration and fosters independence while emphasizing Christ-centered nurturing and developmental support
 - Participate in responsive, intentional, developmentally appropriate and Christ-centered activities to ensure children are provided with meaningful interaction that support their environment (spiritual, social-emotional, physical, cognitive, language and learning)
 - Carry out Children's Palace Core Values in classroom environment
 - Provide responsive caregiving with a focus on the children's spiritual, social and emotional well-being
 - Assist in the provision of ongoing observation and authentic assessment of individual children maintaining documentation of each child's progress and growth
 - Assist in the completion of required forms and records in a timely and accurate fashion (i.e. lessons plans, assessments, time sheets, meal reports, parental communication records, etc.)

- Carry out routine duties such as bottle feedings, meal preparation, diapering, monitoring sleep times, cleanup, etc.
- Maintain and safe and healthy classroom environment. Ensure that classroom equipment, furniture, materials and supplies are properly cleaned, maintained and stored
- Actively participate in scheduled trainings, in-services opportunities and parent meetings

- Responsible for carrying out the following aspects of ministry:
 - Personally seek *first* the Kingdom of God and His righteousness. -*Matthew 6:33*
 - Love the Lord your God with all your heart, soul and strength. -*Matthew 22:37*
 - Love your neighbor as yourself. -*Matthew 22:39*
 - Show love, compassion and mercy to all. -*John 13:34, 1 John 3:17, Matthew 5:7*
 - Love unconditionally. -*1 Corinthians 13:7*
 - Encourage others. -*1 Thessalonians 5:11*
 - Intentionally share the Gospel of Jesus Christ. -*Matthew 28:19*
 - Pray for those in need. -*James 5:16*
 - Daily display the fruit of the Holy Spirit: love, joy, peace, patience, gentleness, goodness, faith, meekness, self-control. -*Galatians 5:22-23*
 - Put others before yourself. -*Philippians 2:3*
 - Laugh often, even in the face of difficulty. -*Proverbs 17:22*
 - Attend designated staff and prayer meetings. -*Hebrews 10:25*

- Other duties as assigned



Topeka Rescue Mission Ministry Position Description

Position Title: Children's Palace On-Call Shuttle Bus Driver
Location: 601 NW Harrison Street
Reports to: Children's Palace Program Director
Date: TBD: 2017

SUMMARY OF RESPONSIBILITIES::

This ministry position provides transportation to children and caregivers to/from the Topeka Rescue Mission Children's Palace and Hope Center on an on-call basis. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

MINIMUM QUALIFICATIONS:

All candidates must be ministry-minded and have a strong desire to see children learn and thrive. They must have an outgoing and kind personality with the ability to work well with individuals from all backgrounds. Commercial driver's license (CDL) required. Experience with individuals and families experiencing homelessness, poverty, trauma preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- On-Call Driver will be contacted as needed for transportation assistance. On those days, driver will be responsible for the following aspects of transportation ministry:
 - Maintenance of daily shuttle schedule
 - Transport children and caregivers to/from Children's Palace and Hope Center while staying on schedule and being attentive to traffic and weather conditions
 - Transport children and/or families to special events
 - Maintain safe environment through enforcement of rules of conduct and safety guidelines
 - Ensure caregivers have secured all children in safety restraints prior to transport
 - Maintain communication with front desks for both facilities for arrival/departure times
 - Track individuals transported by date/time, fuel usage, miles driven

- Other duties as assigned