



## 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