



Extended Care Worker Employment Opportunity

Job Title: Extended Care Worker
Reports To: Preschool Operations Manager
Prepared Date: 04.2022

Position Overview

Open Door Christian Schools is seeking a part-time Extended Care Worker for the 2022-2023 school year who will be responsible for caring for children after school. The Extended Care Worker will be an Evangelical Christian believer who serves our students and families, and who embraces the School's mission of equipping disciples through exemplary education.

Type of Position

The Extended Care Worker position is a part-time, nonexempt position that is paid an hourly rate.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Has a minimum of a high school diploma.
- Has experience with younger children.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Supervises children to ensure a safe and nurturing environment.
- Plans activities for children.
- Serves light snacks.
- Assists students with homework as requested.
- Performs light cleaning.
- Appropriately disciplines children as needed.
- Ensures proper check-in and check-out procedures.

- Maintains time records.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter and resume to:

Dawn Daniel, Preschool Operations Manager – ddaniel@odcs.org