

Title: HNW Kids Ministry Childcare Caregiver
Reports to: Preschool Director
FLSA Status: Non-Exempt
Approved By: Rose Rodriguez
Approval Date: November 2025



HOUSTON **NW** CHURCH

POSITION OVERVIEW

HNW Kids Ministry is looking for caring, dependable individuals to join our Kids Ministry Childcare Team. Our team provides a safe, nurturing, and Christ-centered environment for the children in our care. The role of the HNW Kids Ministry Childcare Caregiver is to provide safe and attentive care to children participating in Kids Ministry activities at HNW, engage children in age-appropriate play, and teach a prepared curriculum during HNW Ministry weekdays, weeknights, Sundays, and some special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage a classroom by providing a safe and secure learning environment for children ranging from ages of 3 months old–PreK4. *Evening or Special Events childcare shifts may include children ages 3 months – 5th grade.*
- Teach prepared lesson plans with materials and curriculum provided.
- Maintain a safe and healthy environment for children and staff by following the HNW Kids Ministry cleaning procedures and sanitation practices.
- Ensure compliance with HNW Child Protection Handbook and HNW Policy and Procedures.
- Work under the guidance of the HNW Preschool Director.

REQUIRED QUALIFICATIONS

- Must be 18 years or older
- Complete a background check and child safety training
- Have experience caring for infants, preschoolers, and elementary-age children

Due to the nature of the position, a successful candidate must be a fully devoted Christ-follower called and dedicated to the ministry of children and parents. All HNW employees must fully support the ministry of HNW and its leadership team through their actions.

All HNW Kids Ministry Childcare Caregivers at HNW are expected to maintain a professional and positive presentation to children, parents, co-workers, and members of the congregation. Members of the HNW Kids Ministry Childcare Caregivers Team must have the ability to successfully work independently, as well as in a team environment.

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PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

The above statements are intended to describe the general rules of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.