



### **Application Instructions - Daycare Teacher Aide**

Thank you for your interest in a Daycare Teacher Aide position at Ebenezer Church. It is our intention to open a daycare in the fall of 2026 so we are accepting applications now.

Per the church's staff covenant, we value Jesus-Centered leadership because Jesus is the center of our lives. We will continuously create a healthy team and work environment by embodying the body of Christ in how we serve, work, and live, and we embrace the vision of the church and will work together to support it.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as a Daycare Teacher Aide, noting any relevant work experiences

Your application can be submitted in one of three ways:

1. Email your completed packet to [bpriest@ebenezerumc.org](mailto:bpriest@ebenezerumc.org) and indicate "Daycare Teacher Aide" in the subject line
2. Mail to B.J. Priest at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

*Ebenezer Church Staff-Parish Relations Committee*



## Position Description

<b>Title</b>	Daycare Teacher Aide				
<b>Reports to</b>	Daycare Director	<b>Direct Reports</b>	N/A		
<b>FLSA Status</b>	Non-Exempt	<b>Exemption Category</b>	N/A		
<b>Salary or Hourly</b>	Hourly	<b>Salary Basis</b>	N/A	<b>Timesheet Required</b>	Yes

### Organizational Purpose

Support licensed educators in providing a safe, nurturing, and stimulating environment for young children. Provide direct care, classroom support, and collaboration with staff to promote children's physical, emotional, social, and cognitive development

### Essential Functions

- Assist in implementing daily lesson plans, activities, and educational programs aligned with the curriculum.
- Supervise children during indoor and outdoor play, ensuring safety and wellbeing; monitor behavior and provide guidance.
- Assist with mealtimes, hygiene, toileting, and other basic needs; maintain a clean, organized, and inviting classroom.
- Communicate effectively with children and families; document and report observations on development, behavior, and health.
- Work with lead teachers and other staff by communicating effectively, supporting class activities, and working as team.
- Follow health and safety regulations; assist in hygiene practices, emergency procedures and incident reporting.
- Maintain attendance, health and incident reports.
- Assist in preparing materials, organizing supplies, and keeping the environment safe and functional.

### Qualifications, Education or Experience

- High School Diploma or equivalent; Associate's or Bachelor's degree in Early Childhood Education, Child Development, or related field is preferred.
- CPR and First Aid are required
- Strong communication, patience, teamwork, and ability to work without direct supervision.
- Previous experience working with young children in a licensed childcare setting is preferred.
- Ability to lift up to 50 lbs. in connection with handling of children.
- Must pass required state background checks.

## **Core Competencies**

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

**Action Oriented:** Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting without a minimum of planning; seizes more opportunities than others.

**Approachability:** Is easy to approach and talk to; Spends the extra effort to put others at ease; Can be warm, pleasant, and gracious; Is sensitive to and patient with the interpersonal anxieties of others; Practices attentive and active listening; Has the patience to hear people out; Can accurately restate the opinions of others even when he/she disagrees; Is an early knower, getting informal and incomplete information in time to do something about it.