



Toddler/PreK Teacher

Job Description

Job Title: Toddler/Pre-K Teacher

Reports To: Children's Advocacy – Program Manager

Team: Children's Advocacy Ministry

Job Status: Full-time, regular – Non-Exempt, Essential Staff

Hours: Mon-Fri 12:30p-9:00p (with 30 minute break), flexibility to adjust based off the needs of the children/clients in our program

Job Summary: The Toddler/Pre-K Teacher advocates and ministers to children ages 18 months to 5 years old in the Children's New Life Plan. This person cares for and enriches lives of toddlers and preschoolers by implementing life-changing curriculum that supports physical, spiritual, emotional, educational, and future development and well-being. (Children in this program must also have a parent in the New Life Plan at Raleigh Rescue Mission.)

Job Duties and Responsibilities:

- Model and live out the overall Vision, Mission, and Core Values of the organization
- Provide a safe, clean, and nurturing environment for all toddlers and preschoolers, ages 18 months to 5 years old, by following best practice guidelines
- Prepare snacks, set up for lunch and clean areas thoroughly to ensure safety of children
- Create appropriate weekly plans for toddlers and preschoolers, to ensure developmental progress, to be approved by Team Lead
- Implement weekly plans at the highest quality level, guiding toddlers and preschoolers through education/development focused activities
- Be the primary caregiver for up to five toddlers/preschoolers in a classroom; Track individual child's progress, diaper changes, feedings, etc. regularly and communicate effectively with Parents through conferences and daily interaction
- Identify toddler/preschoolers potential needs and communicate to Parent and Program Manager
- Communicate effectively with Children's Advocacy Team and entire Raleigh Rescue Mission staff
- Update and maintain child information records in SPERO
- Create and implement special events, to be approved by Program Manager
- Welcome volunteers and assist, as needed, to ensure a positive volunteer experience
- Participate in weekly team meetings and ongoing trainings
- Available outside of work hours, as needed
- Transport children to and from special appointments, as needed
- Ability to step in for any aspect of the Children's New Life Program at any time, as needed

These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.



Job Skills and Requirements:

Raleigh Rescue Mission considers every position one of Christian ministry and every person a valued and vital part of our team. Therefore it is essential that all employees of the Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Desire to serve the Lord in ministry and share/cultivate His Love with others
- Exceptional communication and teamwork skills
- Ability to make safe and appropriate judgement calls without supervision
- Passion for working with babies and toddlers (ages 0-18 months)
- Excellent organizational, multi-tasking, and time management skills
- GED or higher education in field related to child development or family studies
- Minimum 2 years working with children or families
- Ability to lift items of at least 30lbs weight
- Experience working with children in poverty and children in wealth, preferred
- Valid NC driver's license
- Before hire: Qualifying Letter/TB Test/CPR/First Aid/NCID
- After hire: Emergency Info/Medical Report/Health Questionnaire/Prosolutions