**Infant Teacher**

Job Description

**Job Title**: Infant Teacher

**Reports To**: Program Manager

**Team**: Children’s Ministry

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

**Hours**: AM: Monday-Friday 6:00am to 3:00 (with 1 hour lunch break)

PM: Monday-Friday 9:00 am to 6:00pm (with 1 hour lunch break) flexibility to adjust based off the needs of the children/clients in our program

**Job Summary**: The Infant Teacher advocates and ministers to children ages 0-18 month in the Children’s New Life Plan. This person cares for and enriches lives of infants 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 infants, ages 0-18months, by following best practice guidelines
* Prepare food and clean areas thoroughly to ensure safety of children
* Create appropriate weekly plans for infants, to ensure developmental progress, to be approved by Program Manager
* Implement weekly plans at the highest quality level, guiding babies and toddlers through education/development focused activities
* Be the primary caregiver for up to five infants in a classroom
* Track infant progress, diaper changes, feedings, etc. regularly and communicate effectively with Parents through conferences and daily interaction
* Identify infant’s potential needs and communicate to Parent and Director
* Communicate effectively within Children’s Advocacy Ministry team and entire Raleigh Rescue Mission staff
* Update program manager about child progress to input in Mission Tracker
* Create and implement special events and coaching, to be approved by Program Manager (i.e.: mommy + me events, field trips, etc.)
* Transport children to and from special appointments, as needed
* 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
* 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/Pro-solutions
* Ongoing training

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_