



## Lead Care Giver Job Description

### **Description:**

Provide for the direct care, supervision, and guidance of children in a Christian atmosphere and setting for children before and after school. The care giver is to establish a positive, creative, enthusiastic, loving, and safe environment that is supportive to the children's well being.

### **Qualifications (minimum):**

- At least 19 years of age
- High School Diploma or GED
- Be of responsible character and suitable to meet the needs of children
- Complete and pass the Comprehensive Background Check with fingerprinting through the state of Michigan
- Early childhood education credits and experience preferred

### **Responsibilities:**

- Attend classes to maintain current certification in infant, child, and adult CPR and first aid as determined by the program director
- Complete Health and Safety requirements set by LARA
- Obtain a TB test within 30 days of hire
- Complete 16 clock hours of annual training as determined by the program director in addition to CPR, first aid, and other required training by LARA
- Work in accordance with Trinity and State of Michigan childcare licensing's rules, guidelines, and policies
- Take direction from the director and work closely with the lead care giver to create a positive harmonious environment
- Assist in preparing the childcare learning environment and preparing needed materials
- Assist with the learning activities of the children
- Attend to the needs of individual children
- Assist with the planning and implementing of daily activities
- Help with general housekeeping
- Possible teacher assistant during class time
- Attend staff meetings
- Be available during August for meetings
- Schedule would generally follow the school calendar

### **Accountability:**

The childcare giver is accountable to the Childcare program director.

Revised January 2025