

JOB POSTING – 2023

Rockharbor Church Childcare Worker

About Rockharbor

Rockharbor is a non-denominational church in Costa Mesa, CA. Our mission is to cultivate a community of transformed people who follow the way of Jesus. Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, and pursuing justice.

About the position

We are always looking for more childcare workers! We have various childcare opportunities throughout the week and weekends. This position is a part-time position that pays \$17 an hour and reports to our Human Resource Services Manager. Staff members are expected to adhere to Rockharbor's leadership guidelines [which can be provided upon request].

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the attached job description in detail, ensuring you meet the minimum qualifications.
2. Fill out the attached application and email your completed application to jcarpenter@rockharbor.org
3. Once your application has been received and approved, you will be contacted for a phone interview.
4. If your application is disqualified, you will be notified via email.

JOB DESCRIPTION – 2023

ROCKHARBOR Church

Childcare Worker

Primary purpose of position

To care for kids as their parents attend different events at Rockharbor church.

Key responsibilities

- Care for kids between the ages of birth – 11years of age. (Nurture is only Birth – 5yrs)
- Ensure the safety of the classroom environment.
- Oversee check-in and check-out procedures.
- Monitor the cleanliness of the classroom.
- Communicate with parents on an as-needed basis.

Requirements

- Adherence to all leadership and childcare guidelines as outlined in the employee handbook.

Qualifications

- Intimate and growing personal relationship with Jesus Christ.
- Some experience working with children.
- Leadership, organizational, and time-management skills.
- Cooperative and servant attitude.
- Willing to support policies and leadership of Rockharbor church.
- Strong communication and discretionary skills.

Supervisor: HR Manager

Position: part-time hourly/regular/non-exempt

Ministry: RH Childcare

Hours/schedule: Varies

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Rockharbor.
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Childcare Worker Application

THE FOLLOWING QUESTIONS ARE DESIGNED TO HELP US GET TO KNOW YOU BETTER.

PERSONAL INFORMATION

Last Name: _____ First Name: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Work Phone: _____

How long have you been attending Rockharbor? _____

EMPLOYMENT & EDUCATION

Current Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____

Your position: _____

Previous Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor Name: _____

Your position: _____

Education Status: ☐ Full Time Student ☐ Part Time Student ☐ Graduate

School Attended: _____ Degree held/working towards: _____

PREVIOUS MINISTRY EXPERINCE

Have you ever served in a church before? _____

If so, please describe your last service: _____

Position: _____ Dates of service: _____

Church name: _____ City: _____ State: _____

Ministry Staff Leader: _____ Phone: _____

PERSONAL BACKGROUND

When did you give your life to the Lord?

Describe your relationship with the Lord:

What experience do you bring to this role?

What are your current commitments? Please include work, school, and other commitments:

SCRIPTURAL & SPIRITUAL BELIEFS

Because we have a significant influence in the shaping of a child's spiritual life, we believe we should agree on the "basics" of our Christian faith. Below is a brief statement of what our church believes and teaches. If you agree with these beliefs, please sign your name below to verify that agreement. If you differ with these beliefs, and do not wish to sign the agreement, please indicate so, and in your interview we will discuss your views.

Our beliefs about God and Scripture: The Bible, God's word to us, is central to our relationship with God and each other. While there are some areas where sincere Christians agree to disagree [Romans 14:1-15:7; 2 Timothy 2:23-24; Titus 3:9], the Bible makes clear that certain truths are essential convictions of the Christian faith. Rockharbor considers these to be the following:

1. The Bible [all the books of the Old and New Testaments] is the true written message of God to us. We believe the authors of the Bible were inspired by God and are therefore completely trustworthy. The Bible is the final authority on all matters to which it speaks. [Psalm 19:7-11, 119:105; 2 Timothy 3:16-17; Hebrews 4:8; 2 Peter 1:20-21].
2. There is one God, who exists forever in perfect community as three persons: Father, Son, and Holy Spirit. [Genesis 1:26-27; Deuteronomy 6:4; Colossians 1:15-17; Hebrews 1:8].
3. Jesus Christ is fully man and fully God. He is the perfect reflection of God's character and glory. He lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people by dying on the cross. All who believe in Him are declared righteous on the basis of His death. He rose physically from the dead and will return again to earth to reign forever with those who are His. [Matthew 1:18-25; John 1:14, 8:40,58, 11:33; Acts 1:9-11; Romans 5:8-10; Colossians 1:15-17; Hebrews 1:8].
4. Humans are created in the image of God, but each one has fallen short of God's perfect standard and is in need of salvation. [Genesis 1:26; Romans 3, 5:12-19; Ephesians 2:1-3, 4:18-19].
5. Salvation from our sinful condition is a free gift from God to us. It is not something we earn or deserve. It is offered in grace and received by faith in Jesus Christ alone. Those who, in faith, believe in Jesus Christ and call upon His name are made right with God and given eternal life. [John 3:16, 14:6; Romans 3:28, 8:31-39; 1 Corinthians 12:13; Galatians 3:26-27, 36-39; Ephesians 2:8-9; 1 Timothy 2:5-6].

I agree with the above beliefs. I understand the importance of unity among our childcare team. If, at any time, I question or disagree with the teaching of this church, I will make an effort to speak with the ministry leader in an attempt to clarify my concerns.

Signature of Applicant

Date

CERTIFICATION

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand that any false or misleading statements or omissions, regarding this application are grounds for disqualification from further consideration or for dismissal from employment.

I understand and agree that:

1. Those that serve God on staff at Rockharbor are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are in agreement with the vision and values of Rockharbor.
2. If employed by Rockharbor, I agree to conform to its guidelines and policies. I understand that I or Rockharbor may terminate my employment at any time, with or without cause, and that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the "at will" nature of my employment relationship with Rockharbor.
3. I understand that as a condition of employment I will be required to provide proof of U.S. Citizenship, U.S. permanent residency, or authorization to work in the U.S. and personal identification.
4. Rockharbor may conduct a routine investigation in connection with my employment including, but not limited to, a criminal record check or any other investigation allowed by law.
5. I authorize Rockharbor to verify all references and information provided by me in this application. I release Rockharbor, and any person or company responding to any reference or request for information, from any claim or liability regarding any information or opinion supplied. I understand that any offer of employment is subject to satisfactory references.
6. If I am hired, I will be required to sign an acknowledgement of Rockharbor Church's Policy Against Sexual Harassment, Injury and Illness Prevention Program, and State Disability and Unemployment Insurance Disclosure.
7. If hired, I agree to send all claims or disputes that may arise between me and Rockharbor to final and binding arbitration.
8. The foregoing terms and conditions will become part of my employment agreement with Rockharbor Church if I am hired.

Signature of Applicant

Date