



**Mission: Preparing students to be effective servants of Christ in contemporary society**

**Position Title:** Kids Care Staff

**Contract:** Part-time school-year, hourly position, \$16-\$20/hour

**Building:** Grand Rapids Christian Elementary School: ,Iroquois, Evergreen, Rockford Campuses

**Reports to:** Early Learning Center Director (GRCES, EV), Preschool Director (GRCES, IR,RCS)

**Coordinates with:** Early Learning Center Assistant Director (GRCES, EV)  
Preschool Administrative Assistant (GRCES, IR, RCS)

**POSITION SUMMARY:** Grand Rapids Christian Elementary School is seeking new employees to fill positions in our Kids Care Program. Kids Care is a program at Grand Rapids Christian Elementary that provides quality before and after-school care for our families.

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## **MAJOR RESPONSIBILITIES**

- Provide a safe environment for students before and after school hours.
- Plan, prepare, deliver, and participate in games, crafts, and activities with children
- Manage attendance
- Clean and organize the classroom daily
- Communication with parents

## **REQUIREMENTS**

- Must be a High School graduate
- Preferred to have a Early Childhood Credential and/or working towards a degree in Early Childhood Education but not required.
- TB Test, if offered the position
- Preferred CPR/First Aid Certified
- Complete and pass the state-required background check
- Complete MiRegistry Health & Safety 1 & 2 training, if offered the position

Applicants should complete the [online application form](#) for support staff on the GRCS website. Applicants should also send a resume, letter of interest, statement of faith, letters of reference, and transcripts.

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