

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

HOPE'S PRESCHOOL + KIDVENTURE ASSISTANT/AIDE

Position Summary

The Hope Preschool + Kidventure Assistant/Aide supports the daily care, supervision, safety, and spiritual nurture of children enrolled in Hope's Preschool and Kidventure programs. This position works under the direction of program leadership and classroom teachers to help maintain a warm, caring, organized, and Christ-centered environment for children and families.

Position Details

Job Title	Hope's Preschool + Kidventure Assistant/Aide
Organization	Hope Presbyterian Church
Location	7132 Portland Avenue South, Richfield, MN 55423
Reports To	Director of Hope Preschool/Kidventure
Employment Status	One full-time position or two part-time positions

Required Qualifications

- Demonstrated commitment to the mission, values, and Christian ministry of Hope Presbyterian Church.
- Ability to support age-appropriate, Bible-centered curriculum and model Christ-like care for children.
- High school diploma or equivalent required; coursework or experience in early childhood education is preferred.
- Meets, or is in the process of meeting, aide qualifications required for licensed child care programs in the State of Minnesota.
- Ability to communicate effectively and respectfully with children, families, staff, and program leadership.
- Ability to maintain appropriate boundaries, confidentiality, dependability, and professionalism.
- Ability to work a flexible schedule based on program needs, including occasional meetings, evening events, or special activities.

Preferred Qualifications

- Prior experience working with preschool-age or school-age children in a classroom, church, child care, camp, or similar setting.

- Familiarity with licensed child care program expectations, safety practices, and classroom routines.

Essential Functions and Responsibilities

1. Provide attentive care and active supervision of children in accordance with program expectations and applicable licensing requirements.
2. Interact with children in a positive, encouraging, respectful, and developmentally appropriate manner.
3. Assist teachers with preparation, classroom organization, instructional activities, transitions, and daily routines.
4. Help prepare, serve, and clean up breakfast, lunch, and snacks in accordance with program procedures.
5. Maintain clean, orderly, safe, and welcoming classroom and program spaces.
6. Support drop-off and pick-up procedures, including greeting families, opening doors, directing children, and helping maintain a safe flow of traffic.
7. Assist with special events, meetings, evening events, and other program activities as scheduled by leadership.
8. Complete required annual training and in-service hours as required by the State of Minnesota and program leadership.
9. Maintain confidentiality regarding children, families, staff, and program operations.
10. Perform other duties as assigned that are consistent with the position and the mission of Hope Presbyterian Church.

Reporting Relationships

This position reports to the Director of Hope Preschool/Kidventure and works collaboratively with the School Age Care Director, teachers, assistants, aides, and other program staff to provide coordinated care for children.

Physical Requirements and Work Environment

- Must be able to actively supervise and interact with children in both indoor and outdoor settings.
- Must be able to sit, stand, walk, bend, kneel, and move throughout the classroom and program areas during the workday.
- Must be able to respond promptly to children's needs and assist with routine classroom, hygiene, meal, and safety procedures.
- Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

August 10, 2026