



CHILDCARE WORKER
POSITION DESCRIPTION

- TITLE:** Childcare Worker
- PURPOSE:** To care for children while their parents are involved in church related programs
- SUPERVISION:** Childcare workers are under the direct supervision of the Childcare Coordinator. He/she is responsible to the Session through its Christian Education - Children's Ministry and Personnel Committee
- STATUS:** Part time with variable hours with no benefits
- EVALUATION:** An annual performance evaluation will be performed by the Childcare Coordinator and Director of Children's Ministries

REQUIRED QUALIFICATIONS:

1. Desire to care for infants and children in a nurturing manner.
2. Previous experience in childcare, or willingness to be trained accordingly.
3. Meet all screening background checks as required by church childcare policy.
4. TB clearance as shown by negative TB test or chest x-ray.

DESIRED QUALIFICATIONS:

1. Training in CPR, or willingness to be trained.
2. Flexibility in hours available to work.

RESPONSIBILITIES:

1. Provide quality childcare as requested for church programs, showing love, patience, respect, and kindness to all children. Follow all appropriate policies and procedures in dealing with children under the care of the church. Childcare may involve planning and implementing activities for the children.
2. Clean, organize, and maintain children's ministry rooms.
3. Report any violations of policy or procedures to the Childcare Coordinator or Director of Children's Ministries. Report suspected cases of child abuse to Director of Children's Ministries.

4. The childcare worker is expected to:
 - A. Maintain confidentiality at all times.
 - B. Be supportive of the church and the church staff in all contacts with the church membership and the general public.
 - C. Perform other tasks as requested.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to handle or feel, to wash, to reach with hands and arms, and to pick up children or work related items. The employee is subject to exposure to various bodily fluids. The employee is required to stand, walk, and climb stairs. The employee must occasionally lift, hold or carry up to 40 pounds. The work environment is one of a room with controlled temperature. The noise level in the work environment is potentially loud due to crying, playing, or yelling.