

First Presbyterian Church Covington Childcare Worker

General Function:

To provide a safe, nurturing, trusting environment of care for our children from 0 – 2nd grade. To embody the love of God to the children of the church.

Essential Functions:

- Responsible for maintaining a safe environment caring for the children of the church and visitors.
- Abide by Child Protection Policy (*required signature you have read)
- Work with other child care workers and church volunteers
- Effective communication with parents/guardians
- Provide Check in and Check out Procedures as approved by CE team
- Ensure room is cleaned following child care session. Report supplies needed to CE elder.
- Report pastoral care issues to Pastor
- Follow all COVID-19 Protocol

Hours/Days of Week Worked:

Sunday mornings 8:30am-12:15pm

Session Meetings once a month

Committee Team meetings if requested

Special events as scheduled

Employee is responsible for keeping track of hours to turn into Church Administrator each week by emailing admin@fpccov.org.

Pay:

\$14 per hour on Sunday mornings (2 pay periods each month 15th and 30th)

(\$20 minimum for other meetings)

Absences:

- Planned absences must be approved with two-week notice.
- Last minute absence: Childcare worker needs to contact Christian Education Team elder. If Elder is unavailable contact pastor.

Qualifications:

- Experience in caring for children between the ages of 0 and 8 years old.

- Must be at least 18 years of age
- Compliance and Completion of a Successful Background check

Direct Report:

CE Elder: Trista Hooten-Wilson

Pastor: Neeley Lane (neeley@fpccov.org)

Church Administrator: Peni Kehoe (admin@fpccov.org)

Interested Contact: Rev. Neeley Lane (neeley@fpccov.org)