

## First Presbyterian Church Covington Childcare Worker

### **General Function:**

To provide a safe, nurturing, trusting environment of care for our children from 0 – 2<sup>nd</sup> 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](mailto: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](mailto:neeley@fpccov.org))

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

**Interested Contact: Rev. Neeley Lane ([neeley@fpccov.org](mailto:neeley@fpccov.org))**