

**CHILDCARE PROVIDER
JOB DESCRIPTION**



Mission: Create an affirming and safe environment where children are cared for and nurtured and where the Christian faith is practiced and taught.

Reports to: Church School Coordinator

Duties and Responsibilities

- 1) Provide childcare for infants and children up to 4 years of age each Sunday morning and on other occasions during worship, church meetings, and fellowship events.
- 2) Provide hospitality and a warm welcome for prospective and returning families.
- 3) Ensure the security and safekeeping of all children, including completing and filing all necessary paperwork and receiving and sharing information with parents / guardians.
- 4) Work cooperatively together with other staff and volunteers.
- 5) Be responsible for keeping the Nursery clean and safe both before, during, and after shifts.
- 6) Communicate facility problems to Facility and Hospitality Manager and/or Church School Coordinator and inform them of any special building needs or stock shortages.
- 7) Perform additional duties as assigned by the Church School Coordinator and/or Ministerial staff.

Qualifications and Requirements

- 1) High School Diploma or GED required.
- 2) 2 or more years experience in childcare required.
- 3) First Aid and CPR certification, preferred.
- 4) Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 50 pounds and have complete mobility in work related activities.
- 5) Dependable, responsible, and self-motivated. Must have regular timely attendance during stated or negotiated hours.
- 6) Ability for continued learning and skill development.
- 7) Ability to work independently as well as on a team.
- 8) Positive interpersonal skills.
- 9) Ability to maintain confidentiality and objectivity.
- 10) Understanding and enthusiasm for the church and its members, mission, and programs.