Childcare Attendant Job Description
Grove City Alliance Church
Updated October 2026

I. **Position Title: Childcare Attendant**

II. **General Description:** The Childcare Attendant is responsible for care and oversight of the nursery and childcare ministries of Grove City Alliance Church during times that they are scheduled. This position reports to the childcare supervisor.

III. **Preferred Qualification and Skills:**

- Child first-aid and CPR trained
- Current PA mandated clearances
- Childcare experience
- Good communication skills

IV. **Essential Duties**

- **Oversight**
  - Oversee any volunteer nursery/childcare workers and advise them in their role.
  - Monitor the activities and the environment of the children left in nursery/childcare, ensuring a clean, healthy and safe environment.
  - Ensure that safety checks are performed in every nursery or childcare setting.
  - Monitor the children for cleanliness and good health while enforcing the Kid's Ministries sickness/illness policy.
  - Wash and disinfect toys, disinfect room and spot clean spills and "spit-ups."
  - Have a thorough knowledge of all the policies and procedures of the Kid's Ministries SafePlace handbook.
  - Maintain and follow all check-in and check-out procedures.
  - Keep accurate attendance records and submit to Kid's Ministry Admin.
  - Handle immediate complaints, questions, and concerns from church families, and pass along concerns to the Childcare Supervisor.
  - Handle all injuries with the policies and procedures outlined in the Kid's Ministries SafePlace handbook.
  - Communicate any needed supplies or repairs to Childcare Supervisor.

- **Care**
    - Change diapers as needed.
    - Assist toddlers when necessary in the restrooms.
    - Contact parents if their children are sick.
    - Pick up all of the toys periodically during and at the end of each shift, making sure that toys are placed in the “toys to be cleaned” bin as needed.
    - Leave the nursery and childcare rooms in a neat and orderly state.
    - Display the fruit of the Spirit in caring for the children.
    - If discipline issues arise, follow the policies as outlined in the Kid’s Ministries handbook.
    - Arrive to the nursery 30 minutes prior to opening.

V. Time Requirements

- Presence is required every time the nursery is open for Thursday night Middle School youth group and Saturday night Celebrate Recovery.
- Coordination may be made with the Childcare Supervisor for other childcare settings (connect groups, MomCo, etc.)
- Replace the Childcare Supervisor in the event that she can not attend in her normal childcare times, as available.

VI. Training and Support Provided

- Opportunities to attend childcare training will be paid for by the church.
- Resources with current information on childcare and trends can be financed by the church.