



SPirit. SERvice. COMMUNITY.

Childcare Job Description

Updated April 11, 2023

Mission:

To provide a safe, secure environment for children 0-5 years old so that their parent(s)/guardian(s) may participate in the Sunday worship service and other related activities.

Objectives:

- To provide care for children 0-5 years old during the Sunday morning worship service. Other days and times may be added in the future (depending on the employee's availability).
- Be the primary contact with the parent(s)/guardian(s).
- Promote positive growth and development of children.
- Provide a safe environment so that children will experience the love and grace of God.

Responsibilities:

- Ensure the safety and well-being of children at all times. Report any potential hazards to supervisor and/or the church office.
- Follow proper security procedures, ensuring all children are signed in and out, and making sure that children are only picked up by approved people. All children in attendance should not be released except to the person who dropped them off or a previously approved family member.
- Enhance children's knowledge and skills through age appropriate activities and play.
- Establish and maintain appropriate boundaries for behavior and activities, as necessary.
- Communicate honestly, professionally, and courteously with parents and children.
- If unable to attend work, notify supervisor ASAP.
- Clean-up and sanitize all toys at the end of worship or group meeting.
- Arrive on time.
- Maintain the nursery with a high level of sanitation.
- Monitor condition of nursery supplies/equipment and notify supervisor of any concerns or issues.

Qualifications:

- Vaccinated
- 18 years old or older
- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner.
- Able to pass a criminal background check
- LGBTQ+ affirming
- Dependable and kind

Terms of Employment and Supervision

Position: Childcare Staff

Direct Supervisor: currently Senior Pastor (but will change to a person TBD)

Staff Parish Relations Committee (SPRC) Liaison: TBD

Supervisor	The Childcare staff are currently under the supervision of the Senior Pastor, but a different staff supervisor will be assigned in the future.
Position Schedule	Sundays from 9 -11 a.m. ELL on Tuesday and Thursday from 10:15 a.m. - 12:15 p.m.
Salary	Hourly rate of \$16/hour.
Time Off	As per the policy in the Employee Handbook.
Supervision & Accountability	The Childcare Staff are responsible first to the senior pastor, and then to the SPRC. All concerns should be addressed to the senior pastor, the chair of SPRC, or the SPRC staff liaison.

Employee Signature _____

Date _____

TUMC Signature _____

Date _____