POSITION DESCRIPTION: CHILD CARE WORKER (Part-Time Nonexempt)

PURPOSE: To care for infants and toddlers, under the direction of the Director of Christian Education and in accordance with the work of the Learning Council.

ACCOUNTABILITY: The Child Care Worker reports to the Director of Christian Education.

WORK WEEK: This position is for up to an average of six hours per week. A time sheet will be recorded by the Child Care Worker, submitted to the supervisor, and turned into the Financial Secretary weekly.

BENEFITS: Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Provide child care for all worship services on Sunday mornings, for programming on Wednesday evenings, and at other times as scheduled by the supervisor. Be in the nursery one-half hour prior to worship services and 15 minutes prior to other events. Follow posted opening procedure.

2. Greet parents, introduce children to caregivers, and make both parents and children feel loved, welcomed, and comfortable in the nursery. Be sure that emergency and registration forms are current. Get pertinent health or special-needs information from parents. Provide temporary forms for visitors.

3. Provide proper identification of both children and belongings.

4. With parental permission, provide snacks, drinks, and bottles to children as appropriate. Change diapers and pull-ups as needed.

5. Contact the supervisor immediately if anything has severely disrupted the nursery.

6. Follow posted closing procedure. Prior to leaving the nursery, sterilize all toys that have been used, put the nursery in good order, fill out the time sheet, and write a report to the supervisor noting any unusual happenings and providing information on visitors.

POSITION REQUIREMENTS:

- Eighteen years of age or older.
- Certified in CPR and first aid (or willing to be trained and certified).
- Experienced in child care.
- Available on Sunday mornings, Wednesday evenings, and at other times as scheduled by the supervisor.

RELATIONSHIPS: The Child Care Worker is a member of the nonexempt staff, relates to other members of the staff and committees, and reports to the Director of Christian Education.

EVALUATION: Performance evaluation and salary review will be conducted

annually by the Director of Christian Education, by a member of the Learning Council, and by a member of the Personnel Committee.

APPROVED: July 13, 2009

SIGNED BY INCUMBENT:

_____ Date: _____