

Job Description

Childcare Worker for all CCM campuses

Reports to: Childcare Supervisor
FLSA Status: Non-Exempt (Part-Time)
Hours: Varies (both evenings and days required)
Campus: Melbourne

This position provides childcare services for church services, bible studies, events and other activities as determined by the childcare supervisor.

Job Requirements:

- Work all scheduled shifts and mandatory special events unless time off is requested and granted beforehand by Childcare Supervisor. Events are held at all campuses
- Attend all mandatory Childcare meetings
- Wear childcare shirt provided each time you work
- Stay in assigned room. Team Leads will assign your room during normal Childcare shifts and Coordinators will assign your room during service time. You may not leave without permission from either the Team Lead or the Coordinator
- During services, you will **assist** the volunteers. Childcare will never correct or direct a volunteer, only assist in caring for the children
- Assist and interact with the parents during sign in and pick up
- Attend to the children's needs at all times and interact with kids. They are your priority!
- Accompany children to the bathroom; wait outside
- Only female workers will change diapers. Wear gloves and wash your hands each time you change a diaper.
- You must use the planned curriculum and help the children with their crafts during each shift
- Serve snacks to children
- When shift is over, **ALL** workers will clean toys, wipe down furniture in room, vacuum carpets, sweep floors, and take out all trash to the dumpster
- Accompany children to the playground or play areas and tend to their needs. Watch them carefully and make sure the rules of the playground are followed to prevent injuries
- Workers that are working during service times must make sure that **ALL** classrooms in the A & K buildings utilized during service are cleaned before leaving
- Follow all CCM policies and Childcare regulations
- Nights and Day shifts required
- Other duties as assigned by Supervisor

Required Skills:

- Verbal and written communications skills in dealing with parents
- Good knowledge of proper grammar and punctuation
- Must be able to interact with child(ren) while overseeing the rest of the classroom
- Must have good judgment and decision making skills

Expectations:

- Self starter – work with little or no supervision or direction
- Ability to adapt to change
- A dependable team player who works well with people
- A stable, mature Christ Follower
- Servant-hearted with a positive optimistic attitude
- Participation in our church body for at least 6 months

There may be times that you will be **required** to work a mandatory event unless given permission from the Childcare Supervisor ahead of time. This may include traveling to other campuses (Viera or Sebastian).