



CHRIST THE SAVIOR LUTHERAN CHURCH

Job Description:	Childcare Provider
Reports to:	Early Childhood Coordinator
Classification:	Support Staff
	Hourly/Non-Exempt
	Part Time
Ordination	Not required
As of:	August 2018

Job Mission Statement

The primary mission of the Childcare Provider is to provide loving care in a structured, secure environment with age appropriate activities for children. The Childcare Provider serves both parents and child by allowing parents the freedom to participate in church activities for their spiritual growth, and by nurturing the child in a loving Christ-centered environment.

General Areas of Responsibility

I. Interaction with Children

- A. Interacts personally with all children assigned to their care using age appropriate activities.
- B. Implements lesson plans or activities as directed by the Early Childhood Coordinator.
- C. Follows all guidelines regarding the Children/Youth Protection Program, discipline of children, dealing with situations of illness and evacuation, and all policies and procedures as specified in the Childcare Provider Handbook.

II. Interaction with Parents

- A. Welcomes parents and child, fostering confidence in the caregivers and care provided.
- B. Instructs and oversees parents in proper sign-in and sign-out procedures.
- C. Ensures all personal belongings of a child are labeled and special needs are identified.

III. Interaction with Parent or Youth Volunteer Helpers

- A. Coaches and encourages volunteers to interact with children.
- B. Promotes procedures as written in the Childcare Provider Handbook.
- C. Advises and guides volunteers as needed.

IV. Maintenance of Area and Equipment

- A. Follows cleaning procedures for classroom tables, chairs, toys and play areas (such as PrayGround)
- B. Secures the assigned area(s) by turning off the lights and closing and locking windows and doors (interior and playground doors) before leaving.
- C. Takes the trash and dirty diapers to the outside dumpster at the end of the shift.

V. Other Duties and Responsibilities

- A. Attendance is required at meetings such as:
 - 1. Childcare staff meetings
 - 2. Annual mandatory staff training including CPR, First Aid and Universal Precautions
 - 3. In-service training as scheduled

Position Qualifications and Skills

The following qualifications and skills are desired for the Childcare Provider of Christ the Savior:

- A. Enjoys and relates well to children.
- B. Personal warmth and positive attitude.
- C. Good people skills.
- D. Dependable, on time, consistent attendance.
- E. Previous experience working with children, CDA preferred.
- F. Ability to lift infants or small children weighing up to 35 pounds.
- G. Flexibility to be able to bend and get down to a child's level for child interaction.

Accountability & Acknowledgment

The Childcare Provider is accountable to the Early Childhood Coordinator and subject to guidance from the Director of Children's Ministry.

Because of the nature of the role, this person must have appropriate experience and must be able to properly handle confidential information in a careful and secure manner. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

The position description above is not a contract for hire and is not all-inclusive but rather a sampling of the types of work and responsibilities intended for this position. Additional duties and responsibilities may be added, or duties and responsibilities may be altered, changed or removed.

Please select one option:

☐

I have reviewed the job description above. I can perform all of the functions of the job.

☐

I have reviewed the job description above. I can perform all of the functions of the job with the following reasonable accommodations:

Employee Signature _____

Printed Name _____

Date _____