



Job Description

Job Title: *Church Childcare Center Assistant*
Reports to: *Church Childcare Center Director*
FLSA Classification: *Part-time, Class B, Non-exempt, Hourly*

Job Purpose

A part time position to provide care for the children in a safe, secure, nurturing Christ-centered environment, where each parent can feel confident their child will receive the highest quality of care and ministry. Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities. This staff position is supervised by and responsible to the Church Childcare Center Director of St. Helena's Church.

Duties and Responsibilities

Be polite, friendly, and courteous to all children, parents, and coworkers.

Attend childcare trainings required: Safeguarding God's Children and Child CPR/First Aid training.

Arrive 15 minutes prior to the scheduled childcare. Child care hours include every Sunday 7:30 AM to 12:30 PM. Workers are expected to work all Sundays even if it falls on a holiday. Workers are also scheduled to work in St. Helena's Church Childcare Center to provide childcare during other whole church functions as needed (ie. Other church services, ECW meetings, A Walk in Bethlehem, annual meetings, etc..)

Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.

Universal precautions should always be used while changing diapers. Latex gloves are to be used.

Hands must be washed with soap and water after each diaper change or cleanup of bodily fluid. Diapers should be checked about half way through and 10 minutes prior to the completion of the service/event, to make sure infants are sent home clean.

Straighten the room and clean any toys/beds before leaving. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds.

Report to the director concerning any issues which are hindering the carry out of the duties or responsibilities.

If any accident occurs, the childcare worker should complete an accident/incident report at the time of the incident. The form should be reviewed with the parent when the child is picked up. A signed copy should be given to the director and a copy should be given to the parents.

Communicate in advance, by phone to the nursery coordinator:

- 1) any planned absences with an advance two week notice, or
- 2) any unplanned absences at least two hours prior to the shift.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of the time will be spent interacting with young children in a childcare setting. The employee is required to stand; walk; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 40 pounds.

Employee Acknowledgement

I have read and received a copy of my job description as a **Church Childcare Center Assistant**. I understand that this constitutes the current position and overrides any previous oral or written agreements. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my supervisor.

Employee's Signature

Date

Printed Name