

Springhill Presbyterian Church Position Description

Position Title: Childcare Staff

Reports to: Director of Children's Ministry

Classification: Part-Time (Approximately four hours/week)

Position Summary:

Childcare staff partners with the Children's Ministry team and parents to help young children experience the love of Jesus in a safe and nurturing environment. This position provides consistent, reliable care for infants and toddlers (ages six weeks–three years old) during Sunday worship services and select special events.

Responsibilities:

- Ensure the **absolute safety and supervision** of all children in your care.
- Provide age-appropriate care: feeding, diapering, escorting children to the bathroom, assisting with naps, and engaging children in play, stories, basic lessons, and prayer.
- Create a **warm, hospitable, and calm environment** for children, parents, and volunteers.
- Support Pre-K and nursery volunteers as needed.
- Communicate proactively with parents, volunteers, and the Director of Children's Ministry at check-in and pick-up.
- Stay until all children have been released to the correct adult listed on their name tag.
- Record and report any incidents, injuries, or concerns immediately to the Director of Children's Ministry.
- Following cleaning and sanitizing procedures; ensure nursery rooms and toys are cleaned, organized, and reset before leaving each Sunday.
- Model Christlike character and care while interacting with children, families, and the ministry team.

Qualifications and Skills:

- Demonstrates maturity, integrity, and a heart for Children's Ministry.
- Strong communication skills with both children and adults.
- Adaptable and calm in changing environments, including crying or upset children.
- Organized, dependable, and attentive to detail.
- Capable of positive redirection and gentle classroom management with toddlers.
- Self-motivated, responsible, and able to take initiative when needed.

Education & Certifications:

- High School diploma or GED required.
- Post-secondary education preferred but not required.

- CPR certification (infant/child, AED) required within 60 days of hire.

Experience:

- At least one year of experience caring for multiple infants and toddlers in a professional or volunteer setting.
- Experience in a church or ministry environment is a plus.

Availability:

- Required availability: **Sundays, 8:00 am-12:00 pm.**
- Strongly preferred availability for special services (Christmas Eve, Easter, etc.), with additional compensation.
- Availability for occasional mid-week or evening events is a bonus.

Physical Requirements:

- Ability to lift and carry children up to 30 pounds.
- Frequent bending, squatting, sitting on the floor, and moving between nursery spaces.
- Ability to hold, carry, and interact with children for extended periods.
- Ability to respond quickly and safely in emergency situations.

Additional Requirements:

- At least 18 years old.
- Successful completion of a background check.
- Dependable attendance and punctuality.
- Ability to provide three references.

Please send resumes to:
Springhill Presbyterian Church
Attn: Rylee Putnam
4769 West Babcock
Bozeman, MT 59718

If you have questions, please call 406.582.8000 or rputnam@springhillpres.com.