



DAVIS COMMUNITY CHURCH

Childcare Provider Job Description

Reports To: Director of Operations (until Minister of Youth & Families is hired)
FLSA Status: Non-Exempt
Prepared Date: 08-15-2025

SUMMARY: This position provides childcare (or infant/toddler care) for Davis Community Church worship services and other events.

ESSENTIAL DUTIES

- Arrive 15 minutes prior to beginning of scheduled childcare session to prepare for the arrival of children.
- Greet children as they arrive in rooms and help them to engage in play.
- Communicate with parents at check in and check out.
- Be attentive to the needs of all children.
- Create a happy and loving environment at all times.
- Feed and assist with diapering/toileting when caring for infants/toddlers.
- Know and support DCC's safety and discipline policies for children.
- Ensure the safety of all children entrusted to care at DCC.
- Remain until all children have been picked up by their parent(s).
- Stay 5 to 10 minutes after each care session to clean up.
- If no children are present, check for an alternate assignment such as cleaning toys, etc.
- Keep a Childcare Provider timesheet, to be turned in to the DCC bookkeeper for payroll.
- Attend quarterly staff meetings for training and connecting.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Experience working with children and parents.

CERTIFICATES, LICENSES, REGISTRATIONS

- Satisfactory completion of Background Check.
- First Aid/CPR certification.
- Completion of online child protection training (provided by DCC).

LANGUAGE SKILLS

Oral and written communication skills for clear communication with children, parents, and church staff.

COMPUTER SKILLS

Ability to communicate by email *and to use DCC's online Google calendar to see shift schedule.*

OTHER SKILLS AND ABILITIES

- Has an understanding of the developmental needs of children.
- Able to provide care on Sunday mornings consistently and at other times as scheduled,
- Must adhere to all aspects of the Davis Community Church Child Protection Covenant.
- *Must be able to work with other childcare providers as a team.*

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is regularly required to stand and walk. Must be able to talk and hear to effectively communicate with staff and members of the congregation. The employee must occasionally lift and/or move up to 25 pounds.

ACKNOWLEDGMENTS

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the Church retains the right to change this job description at any time.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here: **(If none, please write “none”):**

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Church is “at will,” for an unspecified duration, and may be terminated at any time by me or the Church as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Hiring Manager

Date