

JOB DESCRIPTION

NAME: Vacant
JOB TITLE: Childcare Provider
DATE: September, 2017
JOB STATUS: Part-time As Needed Non-exempt
DEPARTMENT: Children & Family Ministries
REPORTS TO: Amber McMahon

PURPOSE:

To care for and provide a safe and nurturing environment for children who participate in church-wide events at Glenkirk Church. To lead by example, acting as a role model, especially in the matters of character and spiritual maturity.

MAJOR DUTIES AND RESPONSIBILITIES:

1. To review and follow the Policies and Procedures as described in the Child Care Providers Handbook
2. To adhere to the Rules of Conduct as described in the Child Care Providers Handbook.
3. To nurture parents whose children have been entrusted to you by welcoming them, gathering special needs information and providing brief summaries regarding their children during check in and check out
4. To interact and play with the children by engaging them in a variety of activities.
5. To work as a team player and communicate needs with peers to enhance the care of children's needs
6. If asked to present curriculum, or any activity to the children, see that it is completed, per the instructions, in an effective and positive manner.
7. Ensure that all children's belongings that are left for childcare providers are labeled by the parents. This includes all sippy cups, lunch bags, diaper bags, articles of clothing, etc.
8. Ensure that the room you were using is picked-up, supplies are put away in an organized and clean manner, and any borrowed items are returned to the appropriate place. Children can be included in this process and should be encouraged to help to the best of their abilities.
9. To ensure that any toys used while you were working are cleaned with sanitized wipes or soap and water. This should be done at the end of your work period, after all children have been picked up. If there are larger toys that need cleaning, please let the Childcare Coordinator know.
10. To insure that obviously sick children are **not** admitted into the childcare room(s).
11. To further develop your knowledge of children and their development by reading books, articles, magazines, etc., or attending workshops/seminars that you may find applicable. The Childcare Coordinator may recommend some for you.

12. To attend any meetings that the Child Care Coordinator schedules.

NECESSARY SKILLS

- Good interpersonal skills.
- Ability to work and play with children in an understanding and encouraging way.
- Ability to change diapers of infants and children who are not yet potty trained.
- Ability to communicate to parents in an understanding and encouraging way.
- An understanding of the physical, emotional and spiritual needs and development of children.
- A personal relationship with Christ, which includes regular church attendance, fellowship and prayer.