

POSITION DESCRIPTION

Childcare Worker at Davidson College Presbyterian Church

Purpose: To provide care, play, and a safe environment for children in the church on **Sunday evenings** and occasional other shifts as desired.

Accountability: Accountable to the Associate Pastor of Faith Formation, to the Staff Associate for Children's Ministry, to the Childcare Coordinator as supervisor, and ultimately to the Session of Davidson College Presbyterian Church.

Qualifications:

- Must have previous childcare experience
- Must have a love for children
- Must be dependable and come to work on time
- Must have the ability to get along with people and give directions
- Must have had CPR training or be willing to take a CPR course
- Must complete a background check and child protection policy (Darkness to Light) training.
- Must be able to lift 30 lbs.

Duties:

- Primary responsibility for children birth through age 6 on Sunday mornings during worship hours, and children birth through fifth grade Sunday afternoons/evenings, and/or Wednesday evenings.
- Other childcare opportunities will be offered as other church events and meeting needs arise.
- Staff arrive 15 minutes prior to the event to ready the rooms (wipe down tables, set chairs, tidy room if needed, etc), put out sign in/out sheets or check-in kiosks.
- Greet parents and volunteers and be certain they know the procedures for signing in/out and that child protection policies are followed.
- Change diapers as needed and assist potty-training children.
- Wash hands frequently- especially after changing diapers/helping children in the bathroom, and providing snack.
- Play with children, keeping watch and accounting for the safety of all children in care.
- Clean up after class session. Be certain that all toys and supplies are put away and tables are wiped down. Clean up any spills, put chairs on tables, sweep. We share spaces with DCPC Weekday Preschool and must leave the room ready for class. Take out trash.
- Report any accidents or incidents to supervisor before leaving the building.

Policies:

- The job contains a 90-day trial period. At the end of that time, an evaluation will be conducted. Either party must give a two-week notice of leaving the job.
- May not leave children unattended at any time. May not allow children to leave the childcare space alone or without a parent/guardian at any time.
- Must comply with the childcare policies and protection policies of the church.
- May not smoke on church property or use personal phone while working with children.
- May not bring other people (friends, children, etc.) to work with you except with permission from the Childcare Coordinator.
- Must give at least 48 hours notice if cannot fulfill work so a substitute can be found.
- Additional job opportunities will be presented at least three days prior to event and will be filled as schedules allow.