

Constance Free Church
Paid Childcare Worker Job Description
Hourly Non-exempt

Ministry Purpose: To provide safe, secure, nurturing, clean, and efficient care to our children ages 0-9. Ministry responsibilities include: playing with the children and/or directing their play, reading to them, praying with children, exhibiting patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

Qualifications:

- Experienced in the care and knowledge of age appropriate needs of young children with the ability to adapt and interact with a variety of personalities and characteristics
- Be of good moral and Christian character
- Willing to submit to a background check
- Willing to attend CPR/First Aid training
- Must be present at any required training or meetings

Responsibilities:

- Responsible for age-appropriate care which includes: bottle feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding and/or sitting with children, and cheerfully interacting with children through games, stories, crafts, and play.
- Polite, friendly, and courteous to all children, parents, and other employees
- Arrives on time to the nursery at least 15 minutes prior to the nursery opening
- Stays attentive and working until all children are secured with a responsible adult named on the child's registration form
- Straightens room, cleans and disinfects used toys/beds, puts away toys, empties garbage, takes out diapers, and completes a timecard
- Communicates needs for supplies, snacks, etc. to the Nursery Coordinator
- Attends a midyear and end of year evaluation
- Available if needed to work on holidays that fall on Sundays and other busy times, i.e. Christmas Eve or Good Friday
- Abide by the nursery policies and classroom expectations
- Communicate in advance, by phone to the nursery coordinator, any personal absences or shift changes
 1. Planned absences must be given at least one week ahead of time
 2. In the case of last-minute illness, he/she must contact the Nursery Coordinator by phone 1 hour prior to his/her shift so a replacement may be found
 3. Shift changes must be approved prior to the start of the shift

Support Provided to Nursery Workers:

To create a cooperative working environment, we will:

1. Immediately seek to rectify any problems that may arise
2. Allow nursery workers to take grievances to the nursery coordinator or the Director of Children's Ministries
3. Welcome suggestions of how to improve our nursery
4. Compensate fairly
5. Conduct job performance appraisals yearly
6. Fund CPR training fees when applicable
7. Provide an appropriate furnished nursery including rocking chairs, table and chairs, cribs, changing area, toys, and supplies

Reporting and Relationships:

- Peers and nursery volunteers
- Reports to Nursery Coordinator

I have read the job description and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

Name (Print)

Signature

Date