

**Childcare Staff Member
Position Description
(Part-time)**

Purpose: To serve the church by maintaining the highest quality of Christian nurture and safety with children while enforcing the church's child care policy.

Accountability: The Childcare staff person shall be directly responsible to the Childcare Coordinator and through her to the Children's Ministry Director, the Senior Associate Pastor and the Staff Committee. The Childcare Coordinator will review the performance of the Childcare staff person in accordance with procedures established by the Staff Committee.

Primary Duties and Responsibilities: The Childcare staff person will work with other members of the staff and the Childcare Coordinator and perform duties requiring initiative and responsibility in the following:

1. Ensure the cleanliness and safety of children in their care.
2. Meet with the staff and the Childcare Coordinator for planning when necessary.
3. Communicate with parents on a regular basis and respond to their concerns.
4. Be ready to receive children upon their arrival time.
5. Communicate often with the Childcare Coordinator concerning children, parents, shared room use, and other issues relating to the overall quality of the ministry.
6. Maintain hours as directed by the Childcare Coordinator.
7. Perform other duties as assigned by the Childcare Coordinator.

Physical Requirements: Must be able to bend, squat, push, pull, kneel, stand, walk, stoop, sit, and lift/carry up to 35 pounds.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.

Core Competencies:

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of my position.
- **Communication/Hospitality:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff. /Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.