

# CHILDCARE STAFF

## Part-Time Position

### RESPONSIBILITIES

#### **Sunday Mornings (9:30 a.m. - Noon, approximately)**

- Supervise children aged infant through 3 years of age.
- Assist in teaching a Sunday School lesson using the provided curriculum related to this age group.
- Monitor the rooms used to ensure they are age appropriate, clean, organized and accessible.

#### **Wednesday Evenings (5:30 - 8:30 p.m., approximately)**

- Supervise children aged infant through 3 years of age for the time frame of 5:30 p.m. to 7:00 p.m.
- From 7:00 p.m. to 8:30 p.m., supervise children aged infant through 5<sup>th</sup> grade whose parents/guardians attend adult choir.
- Monitor the rooms used to ensure they are age appropriate, clean, organized and accessible.  
*(We are not currently meeting on Wednesday evenings but hope to resume this in January if COVID numbers allow).*

**Other Duties:** Additional duties as assigned

### REQUIREMENTS

**Attendance/Punctuality:** Arrive at or before the session start time and remain for the duration. If there is a time when you will be late or absent, contact supervisor as soon as possible so alternate childcare can be arranged.

**Cleanliness:** Keep appearance clean and dress appropriately for working with small children.

**Classroom Management:** Be aware of and adhere to the classroom management, safety, and security procedures outlined in the Children's Ministry Procedures Manual.

**Background Check/Training:** Submit required information for initial and periodic background checks and complete online training modules and updates as required.

### QUALIFICATIONS

- Previous experience in teaching and/or providing care for children in a professional setting preferred.
- Strong interpersonal communication and organizational skills
- Ability to have mobility as it relates to a childcare setting and able to lift 30 pounds
- Must be 18 years of age

### SUPERVISOR

Childcare staff report to and are supervised by the Associate Pastor of Children and Spiritual Formation.

### PAY

\$14/hr

### APPLICATION

Send resume to [Rev. Amanda Standiford](#) or contact 502.227.4528 with questions.