

# Grace United Methodist Church

## Position Description

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2018

**Position Title:** Nursery Childcare Worker

**Position Summary:** This position reports to the Childcare Coordinator. The Nursery Childcare Workers will provide dependable, safe, secure, clean, and nurturing care to our littlest church members, ages from 6 weeks to 4 years old.

**Job Classification:** Part-Time      **FSLA:** Non Exempt

**Position reports to:** Childcare Coordinator

**Reporting to this position are:** None

### Key Responsibilities:

- As a member of our childcare team, you will provide dependable, safe, secure, clean, and nurturing care to our littlest church members, ages from 6 weeks to 4 years old.
- Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play, and prayer.
- Additional responsibilities include
- Be polite, friendly, and courteous to all children, parents, and staff.
- Arrive 15 minutes prior to the scheduled service or event start time to open, prep the room and be ready.
- Childcare hours include every Sunday from 8:00 AM to 12:15 PM. You are expected to work Sunday mornings even if it falls on a holiday. This role is also expected to work on Wednesdays (during the choir season) from 4:30 pm to 6:30 pm. And Ash Wednesday, Maundy Thursday, Good Friday, and as needed for other special events. There will be other opportunities for extra hours for events as needed throughout the year.
- Communicate in advance, by phone to the childcare coordinator: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least two hours prior to the shift.

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- Cleans and disinfects toys and play areas after each time the area is in use.
- Other duties as assigned by the supervisor.

### Minimum Qualifications:

**Education:** High School Diploma, at least 18 years of age

**Experience:** Preferred experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.

### Skill Requirements:

- Dependability and Flexibility with availability for needed services is greatly desired.
- A valid Driver's License and reliable mode of transportation.
- Satisfactory completion of background check and child safety training.
- Satisfactory completion of CPR training for infants and children. (Training available)

### How to Apply:

To be considered for this position please send cover letter, resume and references to Ashley Pierce at [ashley.pierce@peoplefograce.org](mailto:ashley.pierce@peoplefograce.org).

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