

Westminster Presbyterian Church
Childcare Job Description

Purpose:

To provide dependable, safe, secure, and nurturing care where each child will experience Christian love and where parents can feel confident their child will receive the highest quality of care and ministry.

Responsibilities:

- Warmly greet and welcome parents and child upon their arrival.
- Help parent register child at kiosk in Kids Area; get a nametag for child; parent; and diaper bag if needed.
- Learn check-in procedure on computers using Realm system in Kids Large Group area to help parents easily check-in prior to going to worship.
- Maintain accurate records with parent cell phone in event of emergency during worship/event.
- Demonstrate ability to engage child in play activity and smoothly transition child from parent to childcare classroom. Note: parents should remain at the door area as child transfers to staff.
- Use appropriate techniques to assure safety and care for all children while playing; feeding; changing diapers; escorting to bathroom; holding; sitting; and interacting with children.
- Interact with all children; staff and volunteers with cheerfulness as you play games; read/tell stories; play and establish story and prayer time as needed.
- Demonstrate ability to work with small groups of children (4-5 children) concurrently as needed.
- Proactively direct child's behavior toward constructive, safe and age-appropriate activities.
- Treat all children, parents, volunteers and staff with love and respect.
- Arrive early for Sunday morning service shift. Regular childcare hours each Sunday are 8:00am - 12:30pm. Childcare Coordinator will post schedule ahead of time.
- Childcare workers will have option to work other church events: Bible Studies; Easter; Christmas; Choir concerts; parent workshops; new members' classes and other special events.
- Setup of childcare area may include vacuuming floor; moving table/chairs; cleaning equipment and toys periodically.
- Cleanup of childcare area required before leaving shift. All toys wiped down each week with sanitizing solution/wipes available in the nursery.
- Notify childcare coordinator of issues hindering adequate childcare & childcare supplies needs.

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- Communicate in advance: 1) any planned absences two weeks prior to event; 2) once schedule is posted, it is up to childcare worker to find coverage; 3) sickness - two hours prior to shift.
- Refrain from using social media; phone; or other devices while in childcare area other than for an emergency to reach parent of child attending worship or event.
- Be a team player: cooperate with other staff/volunteers; accept guidance; show willingness to participate in activities with children as needed; be observant and offer suggestions for improvement to implement new solutions; support team to fill gaps as needed or introduce to ideas for childcare area to add fun to faith activities and build relationships!

Qualifications:

- Experience in caring for children between ages of 6 weeks to 5 years of age with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age.
- Satisfactory completion of child clearance forms, including PA State Mandated Reporting Online course (see Westminster website or Office for forms).
- Satisfactory completion of CPR/First Aid training for infants and children highly recommended.
- Three References.
- Must have own transportation.
- Follow Westminster Child & Youth Protection Policy guidelines (see Westminster office for forms)

To Apply:

If interested in Childcare job, please contact Sue Spotts, Director of Children & Family Ministries at sspotts@westminsterpc.org with your resume and references, as well as any certifications.

OR mail to:

Westminster Presbyterian Church
10 W Pleasant Grove Rd
West Chester, PA 19382
Attn: Sue Spotts