

# Westminster Presbyterian Church

## Job Description

<b>Job Title</b>	Childcare Worker
<b>Department</b>	Childcare Ministries of Spiritual Growth
<b>Reports To</b>	Childcare Coordinator
<b>Overall Responsibility</b>	
<p>The Childcare Worker's overall objective is to provide children with a safe and nurturing environment in the nursery where they can experience God's love, and to enable parents to participate in the ministries and activities at the church.</p>	
<b>Key Tasks and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Participate in training and staff meetings when scheduled.</li> <li>• Regularly read staff information, schedules, and notices when posted in the childcare room or sent through email.</li> <li>• Return work-related phone calls and emails promptly.</li> <li>• Show responsibility with regard to scheduled work days and times. Arrive on time and record time worked according to the timesheet policies.</li> <li>• Follow attendance and sign-in/out procedures for each service or event. Ensure the use of nametags for identifying children and their belongings.</li> <li>• Dress comfortably, but professionally.</li> <li>• Notify Childcare Coordinator regarding scheduling conflicts, questions or concerns, safety related incidents during services and events, and when supplies or equipment are needed.</li> <li>• Adhere to safety and ratio protocols outlined in the Child and Youth Protection Policy (Example: A minimum of 2 childcare workers must be with children at all times).</li> <li>• Greet children and parents warmly and welcome them into the childcare room. Learn the names of children and parents and recognize related parents and children.</li> <li>• Engage children in activities to transition them from the parent to the childcare environment.</li> <li>• Use appropriate techniques to assure safety and care of all children. This includes appropriate handling of infants by supporting head and health conscious techniques for diaper changing by wearing gloves.</li> <li>• Demonstrate ability to work with small groups of children, while continuing to monitor safety throughout the childcare room.</li> <li>• Provide caring leadership and direction for volunteers.</li> <li>• Follow procedures for notifying parents if their child is upset or has an emergency.</li> <li>• Treat all children equally.</li> <li>• Proactively direct child behavior toward constructive and safe, age-appropriate activities.</li> <li>• Distribute approved snacks and water to children and monitor them while eating to ensure safety. Refer to registration cards for food allergies.</li> <li>• Communicate with parents in a positive and helpful way.</li> <li>• Keep the childcare room safe and orderly by cleaning and putting away toys, cleaning spills and crumbs, sanitizing equipment, and referring to the checklist posted before leaving for the day.</li> <li>• Be observant, offer suggestions for improving operations, and assist with implementing agreed-upon solutions.</li> <li>• Perform other duties as assigned by supervisor.</li> </ul>	
<b>Skills and Attributes</b>	
<ul style="list-style-type: none"> <li>• Strong verbal communication skills</li> <li>• Ability to work both independently and with others</li> <li>• Ability to physically lift a child when needed (changing table, during check-in/out)</li> <li>• Proficiency in email communication</li> <li>• Strong organizational skills</li> </ul>	
<b>Education/Experience</b>	
<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Experience in childcare or education preferred</li> </ul>	
<b>Approvals</b>	
<b>Employee:</b> _____	<b>Date:</b> _____
<b>Supervisor:</b> _____	<b>Date:</b> _____

