

POSITION DESCRIPTION

SEWICKLEY PRESBYTERIAN CHURCH

Position Title: Church Childcare Worker

Date Prepared: January 19, 2024

Responsible To: Children's Ministry Event Coordinator

Principal Function

Provide age-appropriate care to infants, toddlers, and preschoolers; as well as implement activities and/or curriculum, in a safe and nurturing environment while maintaining a clean and organized children's space.

Skill Requirements

- Early Childhood or Child Development Education is preferred.
- Experience working with infants, toddlers, and children is required.
- Must be friendly, welcoming, and flexible while being able to relate well to children and adults.
- Must adhere to church policies.

Specific List of Responsibilities

- Arrive at least 15 minutes before the service/event where childcare is required.
- Sign in and out on the time sheet and keep it in the designated place for payroll.
- Ensure that children are signed-in and that parents fill out all necessary information when dropping their children off. Ensure they sign their children out before leaving.
- Implement age-appropriate activities and/or curriculum as needed.
- Stay on location until all children are picked up by an adult listed on their registration form.
- Straighten room and clean/disinfect any used toys/beds before leaving.
- Report to the Children's Ministry Event Coordinator.
- Work holidays that fall on Sunday, and additional services during busy times, such as Christmas Eve, Lent, etc.
- Abide by the childcare policies and classroom expectations.

- Communicate in advance, to the CM Event Coordinator, any absences following these guidelines:
 - Planned vacation or time off (given at least two weeks in advance).
 - Missing due to unforeseen issues (illness, car trouble, etc.) with notice as soon as possible given directly to the CM Event Coordinator by phone or text to arrange for your replacement.

Position Requirements

- High School Diploma, prior experience working with children (particularly ages 0-5)
- 18 years of age or older
- Must submit to and pass background screenings as laid out in the Childcare policies (Child Abuse, PA Criminal, Report of Federal Criminal History Record [FBI fingerprinting])
- Must have current American Heart Association (AHA) or American Red Cross (ARC) CPR training/certification for infants and Children.
 - If the employee does not have this certification, they must be willing to complete a CPR training course at SPC's expense.

Schedule

Approximate hours for typical Sundays from September to May are 8:45 a.m. -12:15 p.m. During the Summer months childcare typically starts at 9:45 a.m. and ends at 11:15 a.m. Hours are subject to change with the calendar. Childcare may be required for other special services or events throughout the year that occur at different times (including the 8:00 Sunday morning Service).

Evaluation

The Childcare worker shall be evaluated by the Children's Ministry Event Coordinator annually. This will include an interview and review of the job description.