

Job Description: Child Care Attendant (nursery & pre-school)

Position Description:

The Child Care Attendant is responsible for the care of infants and pre-school children during the Sunday morning worship/meeting time. The attendant will be the primary contact with the parents and will communicate through actions and words the Children's Ministry purpose of providing a safe learning environment so that children might be nurtured into being followers of Jesus Christ.

Responsibilities:

- Work as part of a team of employees and volunteers.
- Help set up the nursery or pre-school room at 9:30 AM on Sunday mornings. Clean toys and prepare for the day's lesson. Be ready to receive children by 10:00 AM.
- Receive children from parents using the security policies.
- Love and care for all children in the nursery.
- Change all diapers, clean all spills, and maintain the area with a high level of sanitation and appeal to the eye.
- Care Givers in the pre-school area will be responsible for play & a Bible lesson in addition to care and nurture.
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome experience.
- Monitor condition of nursery equipment and supplies and alert the Children's Ministry Team Leader.
- At 11:45, clean up the room, disposing of all trash, diapers, etc. and sanitize toys and materials used by children. Return all teaching materials and toys to their proper bins and location.
- Comply and execute the Gathering's Sexual Misconduct Policy and attend the required annual training, with pay.

Work Hours & Schedule: (2011)

- 9:30-12:00
- Reasonable absences are expected. Notice must be given to the Children's Ministry Team Leader seven days in advance unless in case of illness or family emergency.

Qualifications and Experience

- At least eighteen years of age.
- Childcare experience necessary.
- Candidate must have reliable transportation.
- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner

- Understanding of basic first aid, including child/infant CPR training (or must be willing to become certified)
- Satisfactory completion of a nationwide criminal background check and reference check.
- Teaching experience preferred, but not mandatory
- High school diploma necessary, but some college preferred.
- Willing to use curriculum, sing, and do crafts with children (pre-school class)
- Dependability
- Appropriate dress is expected
- A personal faith in Jesus Christ as Savior and Lord and a willingness to teach this faith to children.

Relationships:

The Child Care Attendants report to and is supervised by the Children’s Ministry Team Leader; works directly with the Pastors and other program staff, other nursery staff, and volunteers; and in a cooperative relationship with facility, program and administrative staff, church leadership, and members.

Compensation & Benefits: (2011)

Each Child Care Attendant will be paid \$40 per week. That is computed as \$12.00 per hour plus \$8 per event. If extra time is required and agreed upon between the supervisor and Child Care Attendant, the same rate will apply up to forty hours per week. This position as a part-time support staff position does not qualify for any benefits, sick days, vacation days, or holidays.

I have read and agreed to the above job description of my duties, responsibilities and qualifications.

Employee Signature

Date