

Ridgefield-Crystal Lake Presbyterian Church Position Description

Title: Childcare Staff

Status: Paid/hourly

3 hours on Sundays and Occasional Special Events

Purpose and Position Summary: To provide child care during worship and church sponsored events.

Accountable to: The Christian Education Team through the Childcare Coordinator.

Duties and Responsibilities:

1. Arrive for work 15 minutes before any worship service or special event. Stay in the nursery after the end of the last worship service or event until all children are gone.
2. Even if there are no children in the nursery during worship, the staff needs to remain in the nursery until the end of the scheduled worship time.
3. Ensure children are signed in by parent/guardian.
4. Ensure a safe environment while children are in the nursery.
5. Accompany children to water fountain and bathroom when needed.
6. If parent's assistance is required, contact usher.
7. Notify parents of persistent problems.
8. Nursery should be tidied up and toys stored before going home.
 - a. Wipe tables with disinfectant wipes.
 - b. Stack chairs against wall or on table at the end of the event for ease in vacuuming.
 - c. Empty trash can and vacuum floor.
 - d. Supply needs should be reported to Childcare Coordinator.
 - e. Close door and turn off lights before leaving.
9. Keep an accurate timesheet of hours worked (timesheet to be turned into the office each week).

Knowledge, Skills, and Abilities: Ability to relate to children and adhere to policies. Shall be CPR and First Aid certified.

Credentials and Experience: Some experience working with children is preferred.

Evaluation

Performance reviews will be conducted annually the Administration Team. The adequacy of compensation will also be reviewed by the Administration Team.

Date Approved by Session: 9/23/2019