

## **POSITION AVAILABLE**

### **Childcare Worker, Windsor Hills United Methodist Church**

Part-Time Position

Reports to Lead Pastor

**Purpose:** To provide dependable, safe, secure, and nurturing care to the children while at Windsor Hills United Methodist Church, ages six months to six years in a clean environment.

#### **Responsibilities:**

- Responsible for providing age appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding or sitting with and cheerfully interacting with children through games, stories, play, and prayer. Universal precautions should always be used while changing diapers or other body fluids.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Arrive 15 minutes prior to Sunday morning Sunday School and church service and stay until noon or until the last child is safely with a parent or guardian. You are expected to work all Sundays including Sundays that fall on a holiday. You will also need to be present for other church events that take place in the life of the church, i.e., Christmas, Easter, Vacation Bible School, other spiritual events as scheduled. There will always be services on Ash Wednesday, Maundy Thursday, and two services on Christmas Eve.
- Stay until the children are secured with a responsible adult whose name is on the child's registration form.
- In the event of an emergency, notify the parent via the communication system or cell phone.
- Straighten the room/prayground and clean any toys/beds before leaving. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on beds. Church staff or volunteers will be responsible for laundering the sheets. All toys that have had contact with saliva will require attention. A sanitizing solution will be available to use in the nursery.
- Attend an evaluation after a 90-day probation period and thereafter annually.
- Report to the Childcare Coordinator any issues which are hindering the carrying out of duties or responsibilities.

- Communicate in advance, by phone to the Childcare Coordinator: (1) any planned absences with an advance two week notice; or (2) any unplanned absences at least two hours prior to the shift.

**Qualifications:**

- Experience in caring for children the ages of 6 months to 6 years with the ability to adapt and interact with a variety of personalities
- Must be at least 18 years old
- Satisfactory completion of background check and drug screening
- Must present the results of a current (within 1 year) Tuberculin and current immunizations
- Satisfactory completion of CPR training for infants and children
- Must adhere to the Windsor Hills United Methodist Church Child Protection Policy guidelines
- Provide three references

**Termination Policy:**

- There will be a 90-day probation period where either party may terminate employment without cause. Beyond the 90 days a two-week notice will be expected.
- Dependability is essential. Excessive absences or tardiness cannot be tolerated and will result in termination of employment.
- Immediate termination will occur in case of intentional verbal, physical or emotional abuse or neglect of any child, parent or church member.
- Termination may occur for failure to carry out job duties as described above or failure to comply with the Windsor Hills United Methodist Church Child Protection Policy.

For more information or to apply, please email Anthony Cash [adcash1130@gmail.com](mailto:adcash1130@gmail.com).