

Minnehaha United Methodist Church

Staff Position Description

Contact: SPR@minnehaha.org

Position: Childcare Worker

Reports to: Coordinator of Children's Ministries, Pastor

Works closely with: Parents and their children, Coordinator of Children's Ministries, Chair of Children's Council, volunteers, office staff

Job Description: To be the lead child care provider ensuring responsible, safe, and loving care for children in our Nursery during weekly Worship services with the possibility of other special events and worship services, and to help recruit and oversee the volunteers, and staff who will be the additional caregiver in the room.

Will serve as a primary contact person for visiting and new families, and so must be ready to serve as an ambassador for Minnehaha, welcoming and working to help contact these new people with appropriate church staff/members.

Work Schedule:

- Work 51 Sundays a year with the option of 4 unpaid Sundays off, and to work additional times for extra pay.
 - Sundays, September - May: 8:30 a.m. - 12:30 p.m.
 - Sundays, June - August: 8:30 a.m. - 12:00 Noon.
 - 1 service Sundays 1/2 hour before service until 1/2 hour after, paid three hours.
- Work with Coordinator of Children's Ministries to ensure coverage, if not available, for other special events as requested and holiday services

Qualifications:

- Some Child Development / Early Childhood Education background and training (preferred)
- Experience working with young children and parents
- Current certification in First Aid & Infant/Child CPR
- Ability to work effectively with minimum supervision, effective oral communication with both children and adults

Job Specifics:

Provide primary child care on Sunday mornings and/or other times as arranged.

- Interact with children and their families, treating all with dignity and respect and creating trusting relationships.
- Plan for and engage children in developmentally appropriate activities.
- Be familiar with the church's early childhood facilities, including the Nursery, and Nursery resources. Recommend improvements, changes and supply needs to the Coordinator of Children's Ministries.
- Carry out Nursery and Safe Sanctuary policies.
- Help with the maintenance of a safe, nurturing, and stimulating Nursery environment, including a clean room and clean, working toys and equipment.
- Assist with maintenance of accurate registration and sign-in records.

Functional Requirements

- Ability to lift 30 pounds frequently
- Ability to bend and stoop frequently