

Minnehaha United Methodist Church
Staff Position Description
Contact: SPR@minnehaha.org

Position: Child Care Provider

Reports to: Program Director of Children, Youth, & Family (CYF) Ministries

Works closely with: Children and their Parents, Program Director of CYF, volunteers

Job Description:

The Child Care Provider is the lead child care provider ensuring responsible, safe, and loving care for children in our Child Care Room during weekly worship services; with the possibility of additional hours for special events. The Child Care provider will oversee volunteers who serve as additional caregivers 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 connect these new people with appropriate church staff/members

Work Schedule

- Sundays, September through May: 8:45am-12:15pm
- Sundays, June-August: 8:45am-11:45am
- One service Sundays, ½ hour before service until ½ hour after, paid two hours

Qualifications:

- Some Child Development/Early Childhood Education background and training (preferred)
- Experience working with young children and parents
- Current certification in First Aid and Infancy/Child CPR
- Ability to work effectively with minimum supervision, effective oral communication with both children and adults
- Must be 18 years or older

Job Specifics

Provide primary child care of Sunday mornings and other times as arranged

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

Functional Requirement

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