

Carlisle United Methodist Church Childcare Worker

Carlisle UM Church is committed to offering “top notch” ministry to children and youth. Our church mission is to build bridges in our community by sharing the love of Jesus Christ. The Childcare Worker shall share the love of Christ with children in the nursery at the church and in the community.

The Childcare Worker ensures the care and safety of toddlers and infants at Carlisle UMC. Through godly play, care, and sharing of Bible stories, the youngest children learn about the love of God through the Childcare Workers. The success of our young children’s ministry relies on teamwork, servant leadership and the passion of those working with young children and their families.

Qualifications:

The Childcare Worker must possess communication and interpersonal skills to work effectively with children ages birth-10 years and their families. The Childcare Worker must have a good understanding of young child development and have experience caring for young children. The Childcare Worker must be flexible and adaptable to the needs of the children and program. While performing duties of this job, the Childcare Worker must regularly lift and/or move up to 25 lbs and occasionally 50 lbs. The Childcare Worker must adhere to the Safe Sanctuaries policy; including appropriate clearances for working with children.

Duties and Responsibilities:

- ◆ Interact with children in a nurturing way that conveys loving care and respect. Maintaining a safe and calm environment not allowing rough play, running, or inappropriate use of toys and/or equipment based on safety standards.
- ◆ Play with and teach the children; which will often mean getting down on the floor to interact with them.
- ◆ Working with toddlers and older to follow a schedule of activities to read Bible stories, teach them simple crafts, songs and prayers.
- ◆ Build and maintain a good relationship with children, parents, the pastors, the church staff and the congregation.
- ◆ Create a “Guest Friendly” atmosphere, inviting and welcoming parents and children.
- ◆ Organize and store toys and materials to ensure order in activity areas throughout the program time, not just at the end.

- ◆ Assist with the cleaning and organization of the childcare rooms at the end of shift.
- ◆ Maintain complete and accurate records following the procedure for child check-in/check-out. This includes weekly attendance.
- ◆ Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing, restroom visits and washing hands.
- ◆ Work cooperatively and effectively as a team member of the Childcare Team.
- ◆ Report any unusual issues with volunteers and/or children to the Director of Children's Ministries. Report any serious incident to the Lead Pastor and update the Director of Children's Ministries about the incident.
- ◆ Maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

Hours will be assigned through the Childcare Supervisor to ensure two staff caring for children at all times. Care hours include Sundays 7:45 am – 12:15 pm for 0-3 years olds, Sundays 6:00-8:00 pm and Tuesdays 6:00-8:30 pm for 0-10 year olds. You must be able to commit to three shifts a month for employment.

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The previous list of responsibilities is not to be considered as all-inclusive. Additional responsibilities may be assigned or current responsibilities modified after consultation with the Childcare Supervisor, Lead Pastor and the Leadership Council.

Working Relationships:

The Childcare Worker shall perform the above responsibilities under the direction and supervision of the Childcare Supervisor of Carlisle UM Church. Questions or problems related to the job should first be discussed with the Childcare Supervisor and then the Lead Pastor.

The Childcare Worker shall work in cooperation with all pastor(s), staff, Leadership Council, church members and volunteers.

The Childcare Worker shall be evaluated annually by the Childcare Supervisor with review by the Lead Pastor.

Salary/Rate shall be _____ for the year of _____, beginning _____ and ending _____.

Signed by Employee: _____ Date _____

Signed by Lead Pastor: _____ Date _____

Signed by Personnel Liaison
Leadership Council _____ Date _____

**It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

| 9/20/17

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