

## Child Care Worker Job Description

### I. CHILD CARE WORKER

The employee in this position is responsible for providing safe, dependable, secure, and nurturing care to the children of our church community.

### II. SPECIFIC WORK RESPONSIBILITIES

- Provide supervised child care for Thursday night church events
- Be polite, friendly, and courteous to all children, parents, guardians, and other staff members
- Provide consistent, loving boundaries for children's behavior including utilizing age-appropriate discipline and intervention techniques that are child-centered, non-corporal, and which incorporate "teachable moments"
- Engage all parents and guardians of participating children in open and supportive communication regarding their child's needs and behaviors
- In the event of an emergency, notify the child's parent immediately and take appropriate preventive action
- Do not leave until all children are picked up by the responsible adult named on the sign-in sheet
- Straighten up the room and do some light cleaning before leaving so the room is presentable and ready for the next event
- Communicate in advance by email, text, or phone to the childcare coordinator: 1) any planned absences with an advance two-week notice, or 2) any unplanned absence at least two hours prior to the scheduled shift. Dependability and reliability are essential and expected in this role

### III. SUPERVISION

The employee in this position shall report administratively to our Child Care Coordinator plus a representative from the Staff Parish Relations Committee.

### JOB SPECIFICATIONS:

- Must be at least 18 years old and have a high school diploma
- Have demonstrated experience in providing child care for young children
- Effective and positive communication skills
- Must be able to relate to and respect children, parents, coworkers and volunteers, including those from diverse backgrounds
- Must complete the United Methodist Church Safe Sanctuary Training
- Satisfactory completion of background check
- Current certificate in CPR and First Aid (desirable skill)

Job Profile: Thursday evenings (excluding holidays) from 5:45 p.m. – 8:15 p.m.

Compensation: \$12.00 per hour

Classification: Non-Exempt, part-time

Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or gross neglect of any child while in your care.

APPLICATION PROCESS:

To apply for this job, please attach your resume, cover letter, and three personal references here or mail to:

The Table at Central UMC  
Attn: Staff Parish Committee  
5265 H Street  
Sacramento, CA, 95819