

**POSITION:** Early Childhood Caregiver  
**SUPERVISOR:** Pastor  
**STATUS:** Part time: Average weekly 3-4 hours  
**FLSA:** NON-EXEMPT  
**EFFECTIVE:**

### **JOB SUMMARY:**

The early childhood caregiver will provide a safe and welcoming atmosphere for infants and young toddlers on a weekly basis helping the congregation in living out its mission to love God and neighbor by nurturing the young.

### **ESSENTIAL DUTIES**

- Arrive in the nursery by 9:00 am on Sundays, and at least 15 minutes prior to any meetings for which the person has agreed to provide childcare.
- Maintain accurate and complete parental/guardian sign in sheets for all children in the nursery.
- Provide a welcoming atmosphere for children, parents and volunteers.
- Protect, help, and encourage each child as needed. If a child is inconsolable, send for the parent.
- Provide for the physical needs of the children, including changing of diapers when needed, and dispensing snacks (which will be provided by Redmond UMC).
- Plan and organize stories, quiet games and activities to keep the children busy and happy during their time in the nursery.
- Remain in the nursery at all times unless relieved by another person (18 years or older.)
- Discourage visiting and loitering by anyone not of nursery age. (This includes older siblings).
- Personal activities (such as reading or handwork) are allowed only when there are no children present in the nursery.
- Maintain an orderly and sanitary environment.
- Communicates all supplies needed or maintenance issues to the office coordinator.
- Communicate to supervisor or the office coordinator as soon as possible in case of illness or unavoidable absence.

### **QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in early childhood education or related degree preferred.
- Experience parenting, providing childcare, and/or teaching children 5 years of age or under.
- Person in charge must be 18 years or older, have current first aid and CPR training, and have a current State Patrol criminal history form on file.

### **PHYSICAL REQUIREMENTS**

- Ability to perform work that may include lifting 20-50 pounds, standing, sitting, bending, and walking for several minutes at a time.

## CORE COMPETENCIES

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others finds satisfying.
- **Hospitality:** Generates a sense of hospitality and/or accessibility by his/her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact, is approachable; avoids communication triangles.

**I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.**

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Name

Date