



PART-TIME (AS NEEDED- Hourly/Non-Exempt)

POSITION DESCRIPTION (Employee)

DEPARTMENT: Family Team

TITLE: Childcare Provider

DATE: 9/13/2021

NAME:

MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS

1. Provide childcare for children (ages 2 years old – 6th grade) for weekend services, small groups, and other events.
 - This includes:
 - Making sure all kids have printed security tags on them and their belongings as they arrive and keeping a sign in sheet of all children when they arrive
 - Encourage each child to engage in play and to be safe while in the environment
 - Change diapers (as needed) and encourage those who are potty-trained to wash their hands after using the restroom
 - At pick up time, securely checking out each child by collecting security tags from parents and matching it up with the child's tag.
 - Cleaning/sanitizing environment after all children are picked up
2. Any other responsibilities assigned by the Childcare Coordinator.

ORGANIZATION AND RELATIONSHIPS

The childcare employee will report to the Childcare Coordinator at Grace Community Church. This position operates at an individual level and is not directly associated with the staff at Grace Community Church.

NATURE OF POSITION

This position will serve where childcare is needed within Grace Community Church.

QUALIFICATIONS

1. Must attend Grace Community Church
2. A personal and growing commitment to loving Jesus, becoming like Jesus and sharing Jesus with others.
3. An individual who is fully cleared to work with children.
4. Ability to thrive in a childcare environment and recognize the need for collaboration with the other childcare providers.
5. Must be relationally warm and friendly, outgoing personality, with the ability to lead and create kind and loving environments for kids.