

Centenary United Methodist Church Position Description

Title: Assistant Child Care Worker, Part-time

Accountable to: Senior Minister, Staff Parish Relations team, Gathering team, and Lead Child Care Worker

Purpose: The Assistant Child Care Worker will assist the Lead Child Care Worker in providing safe, loving care to children on Sunday mornings during the worship service at Centenary United Methodist Church.

Qualifications:

At least age 18 years old.

High school diploma or GED.

Experience in caring for children ages 2 to 8 with the ability to adapt and to interact with a variety of personalities.

Must be dependable.

Available every Sunday morning.

Satisfactory completion of background check.

Familiarity with Christian teachings.

Responsibilities:

Adheres to Centenary United Methodist Church Child Protection Policy and Procedures.

Assists the Lead Child Care Worker in providing age appropriate activities (games, stories, art activities, prayer, play) for children ages 2 to 8.

Be polite, friendly and courteous to all children, parents, volunteers, and church members.

Greets each child and calls him/her by name when dropped off by parent(s) or guardians.

Arrives at 10:00 am and stays until all children are secured with adult responsible for picking-up the child at the end of the 10:30 Worship Service.

Assists the Lead Child Care Worker in putting toys, art supplies, books in order before departing the Child Care Room.

Assists the Lead Child Care Worker in maintaining nursery registration card for each child that includes parent/guardian cell phone number to be called in the event of an emergency, special conditions and/or allergies.

In the event of an emergency with a child, informs the Lead Child Care Worker and follows her directions for notifying the parent/guardian via cell phone.

Communicates two weeks in advance to the Senior Pastor of planned absence(s). Informs the Lead Child Care Worker of planned absences.

Calls/texts/emails the Senior Minister, Staff Parish Relations team, Gathering team and Lead Child Care Worker of extenuating circumstances requiring an unplanned absence.