

# **POSITION DESCRIPTION**

## **Child Care/Christian Education Aide**

**First Congregational Church United Church of Christ**

**Effective May 2018**

**Title:** Child Care/Christian Education Aide

**Supervisor:** Child Care Supervisor

**Work Coordinator:** Child Care Supervisor

**Status:** Hourly/Non-exempt; as needed

**Salary:** Minimum Wage (per Oregon standards)

### **Position Summary**

Primary responsibilities include the provision of high quality care for children in the Nursery during weekly Sunday services and other church activities as needed under the oversight and coordination of the Child Care Coordinator. Additionally, this position provides assistance with Christian education related duties as assigned.

### **Care of Children**

First Congregational UCC is committed to providing high quality child care for any activity in which care is needed or requested. This includes regular Sunday morning worship services, some special services, and church wide activities. Children in the nursery generally range from infants through age five. Child care on Sunday mornings is 10:00 – 11:45 am or 12:00 pm for the regular worship service. Occasionally additional time is needed for Learning Hour beginning at 9:00 am, or for events following worship upon request by parents and approval of the Christian Education Coordinator.

### **Ministry Team**

The Senior Pastor leads, mentors and supports the Ministry Team. The Ministry Team is made up of all church staff. The Ministry Team is charged with serving and problem-solving together to ensure the ministry of the church works smoothly and creates a welcoming and safe place for all people. Staff members often serve as the first point of contact for church and community members. All staff members are expected to demonstrate hospitality by offering an authentic welcome and assistance whenever and wherever needed. This may include assisting people in crisis and directing them to appropriate pastoral staff. Staff members attend Ministry Team meetings as requested by the Pastor and are expected to demonstrate discretion and maintain confidentiality related to sensitive church business.

### **Competencies**

- Demonstrates values of love, kindness, honesty, hospitality and fairness
- Demonstrates a positive and friendly attitude with compassion and caring for all people
- Demonstrates sensitivity and support for children, teens and adults with special needs

## **Qualifications**

- Must be a minimum of 16 years of age
- Willingness to develop an understanding of child development for the wide range of ages present in the Nursery
- Ability to build relationships with infants, preschool aged children and their families
- Experience working with young children
- Demonstrates compassion and enthusiasm while caring for children and teens with special needs
- Demonstrates a positive and friendly attitude with children in care and their parents
- Ability to take direction from the Child Care Coordinator
- Ability to respect, implement and comply with Nursery rules and Church Safety Policy
- Ability to be an effective and contributing member of the Ministry Team

## **Duties and Responsibilities**

- Responsible for providing high quality child care during weekly Sunday morning services and additional time as needed and approved
- Maintains dependable attendance on Sundays when called to work in the Nursery including advance notification of absences to Child Care Coordinator
- Attend to the needs of a wide range of children, primarily infants to age five
- Provides diapering and potty training support as needed
- Washes and sanitizes all toys as required by the Nursery cleaning schedule
- Provides upkeep and general maintenance of the space, including clean up of the Nursery after worship services or other times when child care is provided
- Reports any inappropriate behavior, misconduct, or worry about children's well-being to the Child Care Coordinator as soon as possible
- Complies with Nursery rules including not using cell phones or music players during Nursery hours
- Provides child care at other times as needed by the congregation when available
- Participates as a member of the Ministry Team and attends meetings as requested
- Provides assistance with Christian education related duties as assigned

**Evaluation:** Upon hire a three-month Evaluation is done by the Christian Education Coordinator with the employee in consultation with the Child Care Coordinator.

I have received and read this Position Description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_