

Crossroads Presbyterian Church
Job Description
Childcare Provider
Revised 07/17

General Position Description:

This person professionally and prayerfully provides direct care, in a safe and loving environment, to infants and children during designated ministry times at Crossroads. (See below)

Number of total hours: Hours will vary depending on the need. The childcare staff will meet monthly to schedule hours and review procedures.

Duties and responsibilities:

- Prepares room prior to arrival of volunteers and children and organizes room after everyone has checked out.
- First to arrive and last to leave childcare room (or other room used for care) for scheduled ministry childcare times.
- Takes care of diaper changing and toileting needs for the infants and children under care.
- Provides direct care for babies and children experiencing separation anxiety.
- Supports and directs volunteers as needed (during worship services and select ministry programs).
- Appropriately executes check-in and check-out procedures.
- Offers snacks and leads activities when appropriate. Christian activity should be included.
- Monitors overall well-being of babies/children in his/her care and follows through with appropriate actions based on childcare room procedures.
- Assures the safety and cleanliness of all equipment, supplies, and toys.

- Communicates regularly with issues or concerns related to any aspect of childcare to the Coordinator.

Reporting Relationships:

This position is currently accountable to the Childcare Coordinator as his/her direct supervisor.

Qualifications/Position Requirements:

- High school diploma/equivalent required. College degree or coursework in early childhood development or elementary education preferred.
- Ability to lift and hold 40 pounds.
- Prior experience caring for large groups of babies and children.
- Strong interpersonal skills with all age groups.
- First aid/CPR certification (church pays for training)
- Agreeable to a criminal background check.

Personal Qualities:

- Personal commitment to Jesus Christ and a commitment to grow more fully devoted to Him!
- Desire to mentor and support young moms.
- Positive attitude and ability to relate appropriately with babies and young children.
- Ability to accept and work responsibly with all kinds of people.