



**Job Title:** Childcare Provider  
**Location:** Crossroads Presbyterian Church  
**Operational Mgr.:** Director of Children and Family Ministry  
**Functional Mgr.:** Director of Children and Family Ministry  
**FLSA/Status:** Non-exempt/Part-time  
**Effective Date:** 07/12/2021  
**Incumbent:**

### **JOB OBJECTIVES/SUMMARY**

The Childcare Provider is responsible for professionally and prayerfully providing direct care, in a safe and loving environment, to infants and children during designated ministry times at Crossroads.

### **JOB DIMENSIONS/PARAMETERS**

Each interaction must be handled in a safe and quality conscious manner and in a way that positively spreads our organization's reputation and supports our mission. Working safely, but using good judgement, following all of Crossroads' policies and procedures and immediately reporting any unsafe situation or condition to the Senior Pastor or Elder of the Session is required. This position holder has an individual responsibility and accountability to Crossroads Presbyterian Church for complying with the requirements of the Crossroads Child Protection Policy.

### **ESSENTIAL RESPONSIBILITIES AND TASKS**

- Prepares room prior to arrival of volunteers and children and organizes room after everyone has checked out.
- When appropriate, is the 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.
- 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 Director of Children and Family Ministry.

### **Other Responsibilities:**

- Comply with health and safety plans and procedures, including cleaning of toys and equipment, emergency procedures, etc. as developed by the Lead Childcare Provider and Director of Children and Family Ministry.



## **EMPOWERMENTS**

- This position has no supervisory responsibilities.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **The position should have the following minimum qualifications:**

- High School Diploma or related experience preferred.
- CPR/First Aid certification required within 3 months of hire date as well as regular renewal of certification as required by the certifying agencies.
- Prior experience caring for large groups of babies and children.

### **The position should have the following preferred qualities and skills:**

- Personal commitment to knowing and following Jesus Christ.
- A sense of call and excitement for presenting Christ to children and their families.
- Strong organizational skill, flexibility, and the ability to multi-task.
- Strong interpersonal skills and a commitment to healthy communication.
- An ability to think abstractly with creative innovation.
- The ability to love, accept, and work with all types of people.
- A commitment to continued personal and spiritual growth as demonstrated by regular participation in a local Christian church.
- Commitment to the core values of Crossroads Church and the Purpose Statement of Crossroads' Childcare Ministry.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee regularly is required to stand, walk, sit and use hands to handle or feel, to reach with hands and arms; to stoop, kneel, crouch, or crawl, and be able to navigate flights of stairs. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40lbs. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.



**HOURS**

Average/minimum working hours will be 5-10 per week with overtime flexibility as required.

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Approvals:  
Senior Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Director: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee acknowledges that the above statements reflect the general details necessary to describe the essential functions and duties of the position and shall not be construed as a detailed description of all the work requirements that may be inherent of the position.*