



**MITCHELL ROAD PRESBYTERIAN CHURCH  
Position Description**

**TITLE: Preschool Child Care Giver PART-TIME**

**REPORT TO: Child Care Coordinator**

**HR & LEGAL CLASSIFICATIONS**

<b>FLSA Status</b>	Non-Exempt	<b>DOL Status</b>	Part-Time Days/Hours vary	<b>Pay Type</b>	Hourly
<b>FLSA EE Class</b>	Ministry Support	<b>DOL Fact Sheet #</b>	N/A	<b>Ministerial Exception</b>	No

**ULTIMATE GOAL / OBJECTIVES OF POSITION:**

During varied ministry times, the Part-Time Preschool Child Care Giver focuses on providing physical and emotional care to children (6 weeks to 3 years) attending the Mitchell Road Presbyterian Church nursery. The caregiver interacts with the Children’s Ministry staff and families to provide individualized and appropriate care for each child in the nursery.

**PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:**

- Provide for preschool children the foundation they need for spiritual, emotional, physical, social and academic growth appropriate to their age
- Directly interact & build relationships with the children. Get down on their level to play and **always** be supervising their interactions with one another
- Teach foundational concepts, as appropriate, such as shapes, colors, letters and sounds
- Teach by word and example the love of Christ, and basic Bible truths and stories
- Assist children in developing fine and gross motor skills
- Prepare room and stock with supplies before children arrive and check for and correct any safety hazards
- Maintain accurate sign-in sheets to be sure parents sign in and out all children in attendance
- Appropriately assign nametags to parents and children

**REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED:**

- Experience with working with children
- Desire to care for physical and emotional needs of children and families
- Reliable, trustworthy, self-starter, and excellent at following through on details
- Understanding of and ability to perform basic childcare needs (diapering, feeding, playing)
- Basic knowledge of child development
- Basic knowledge of environmental safety issues related to childcare
- Friendly, Relational personality
- Refrain from smoking. Smoking is not allowed on any part of the church property
- Maintain flexibility (i.e. be willing to change rooms/age groups as the need arises)
- Speak positively about all children. Any discipline issues that need to be addressed should be directed to the Nursery Coordinator. The Coordinator will address the issue with parents as necessary

- Interact respectfully and graciously to children, parents, fellow workers and volunteers

**STAFF AND VOLUNTEERS WHO REPORT TO YOU:** N/A

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Nursery caregivers will spend most of the time in the classroom. They must be able to stoop, kneel, play on the floor, bend and lift children.

**DISCLAIMERS:**

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.