



**MITCHELL ROAD PRESBYTERIAN CHURCH
Position Description**

TITLE: Preschool Child Care Giver PART-TIME

REPORT TO: Child Care Coordinator

HR & LEGAL CLASSIFICATIONS

FLSA Status	Non-Exempt	DOL Status	Part-Time Days/Hours vary	Pay Type	Hourly
FLSA EE Class	Ministry Support	DOL Fact Sheet #	N/A	Ministerial Exception	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.