

Children and Family Ministry
First Presbyterian Church of Houston
Job Description
Child Caregiver

<u>Position:</u>	Child Caregiver
<u>Department:</u>	Children and Family Ministry
<u>Accountability:</u>	Early Childhood Coordinator & Director of Children and Family Ministry
<u>Employment Status:</u>	Part time, hourly employee

Position Summary:

The position of caregiver is to provide nurturing quality care of for young children in an environment that is inviting and focused on the values and mission of the ministry.

Essential duties and responsibilities.

- Set up and implement prepared Sunday curriculum and/or midweek curriculum activities.
- Provide for basic needs of children such as diapering, toileting, and feeding.
- Play with children in an interactive, loving manner, modeling Christian teaching and values.
- Implement safety policies and procedures in the classroom, playground and mini-gym.
- Interact with parents, children, co-teachers, and volunteers in a positive and helpful way.
- Foster relationship with the children and their families.
- Encourage children to engage in activities in a developmentally appropriate way.
- Attend weekly Sunday morning meetings to engage in prayer and announcements.
- Attend training/lunch sessions on Sundays after church 5-6 times a year when scheduled.
- Communicate effectively with parents, teachers, and children.
- Fully comprehend and understand all policies and procedures as they pertain to children, teachers, parents, and the church.

Minimum Qualifications:

- Committed Christian who is actively growing in their faith
- High school diploma or equivalent
- Completed application and background check

Desirable Traits:

- Adaptability and flexibility
- Good communicator
- Calm, confident, and positive demeanor
- Friendly and outgoing
- Team player

Hour requirements: This position is available for Sunday morning child care ranging in hours from 7:45 am – 12:45 pm or 8:45 am– 12:45 pm depending on our needs. It is also available for Tuesday morning child care from 8 am – 12:30 pm depending on our needs. In total, this job could have at a minimum 4, and up to 10 hours per week on a regular basis. There are also, on occasion, weeknight or after church meetings that will require child care. That could add an additional 3-6 hours to your total for the week.

Physical Requirements:

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.

- Physically participating with children in their activities, such as dancing and playing
- Lifting children for diaper changes, emergency situations, or play
- Rocking babies to sleep
- Cuddling a sad or injured child
- Light furniture moving

Supervisory responsibilities.

This position has no supervisory responsibilities.

Budget Development.

This position has no budget development