

Glendale Presbyterian Church - Job Description

Title: Childcare Worker
Rate of Pay: Negotiable – dependant upon schedule/availability
Reports to: Joshua Simmons – Interim Youth Pastor
GPC Session

Purpose: To provide quality Christ-honoring care for infants, toddlers, and young children in the church nursery and to perform other tasks as needed during worship, Bible studies, and other special church activities.

Hours: Every Sunday from 8:45 am – 12:15 pm, Every Wednesday from 6:15 pm – 8:45 pm. Hours are subject to change as needed. Also included will be other special church events in which childcare is needed.

Duties and Responsibilities:

- The Childcare worker should arrive at church at least 15 minutes before worship or the activity begins to unlock doors and to greet arriving children.
- The Childcare worker is responsible to personally monitor children at all times when they are under her care.
- The Childcare worker is responsible to keep the nursery, play areas, and snack area clean and neat.
- Before leaving, the Childcare worker should make sure lights and TV are turned off and all trash placed in the outside cans.
- The building should be locked after church and other church activities.
- If it is necessary to be absent due to illness or emergency, the Childcare worker should call the Church Secretary to arrange for a substitute.
- Any nursery expenditures must be approved in advance by the Children's Ministry Director.
- Receipts for approved expenditures must be turned in to the treasurer for reimbursement.
- The Childcare worker should be prepared to perform other nursery related activities as deemed appropriate by church leaders, deacons, or elders.

Knowledge, Skills, and Abilities:

- Knowledge of infant and preschool child care.
- Skill to operate TV/VCR/DVD player or other nursery equipment.
- Ability to establish and maintain harmonious relationships with parents, church members, and church leaders.

Credentials and Experience:

- No formal education required.
- Experience in child care or related fields of care.
- References may be required.
- Criminal background check will be required.