



CHILD CARE ATTENDANT **JOB DESCRIPTION**

updated 1/30/2022

Accountable to: Children's and Family Ministries Coordinator

Purpose: To serve the church as a team member supporting the Mission Statement of St. Mark's by serving as the Child Care Attendant.

The work of the Child Care Attendant supports the church in addressing its identified priorities:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems that are supporting and nurturing our ministry, and to relinquish those systems that no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Job description summary: To provide safe and loving care for children while their parents are in worship or other church activities.

Primary Duties and Responsibilities:

1. Provide for the emotional, physical, and social needs of young children during the time they are in the church child care room, while keeping with our Safe Sanctuaries guidelines.
2. Work amicably with other child care staff and volunteers.
3. Interact with the children and encourage their involvement in activities.
4. Prepare and maintain a warm, safe environment that is orderly, clean, and appealing.
5. Be sensitive and responsive to parents, and maintain good communications with them.
6. Read, understand, and follow policies.
7. Be on site in the childcare room 15 minutes prior to the start of the service and stay until children are picked up and room is cleaned.
8. Notify the Child Care Coordinator as soon as possible before a Sunday absence.

Hours:

Sunday mornings from 8:15 – 11:15 a.m.

Additional evening hours could be scheduled on occasion, if available.

Qualifications:

1. Experience in child care or early childhood development.
2. Must be a nurturing, caring, and patient caregiver who enjoys working with young children.
3. Outgoing personality and ability to work well with children.
4. Infant and child CPR and basic first-aid certification required.
5. Must be 21 years of age or older.
6. Must be able to lift up to 30 pounds.
7. Must pass criminal background check.

8. Strong faith background.

This position is usually 3 hours per week and not eligible for benefits.
Additional evening hours could be scheduled on occasion, if available.