

**JOB DESCRIPTION
CHILD CARE WORKER
UNIVERSITY PARK UNITED METHODIST CHURCH**

Child Care workers are responsible for all supervision and care for the age level assigned (infants through age 4) on Sunday, Monday, and Wednesday mornings and designated events at University Park United Methodist Church. This position reports directly to the Childcare Director and receives oversight from the Minister to Children and Families.

DUTIES AND RESPONSIBILITIES

- Classroom Management.
 1. Monitor numbers in the nursery room at all times especially in transitions.
 2. Abide by childcare policies and procedures.
 3. Attend annual training to review policies and procedures handbooks.
 4. Report any incidents in the classroom.
- Provide for the health and safety of all children.
- Establish goodwill and trust of parents.
- Maintain clean and orderly childcare facilities at all times.
 1. Maintain sign-in system for classroom.
 2. Clean up after snacks and activities in the classroom.
 3. Maintain a stocked snack supply and order as needed.
- Perform other duties as assigned by the Childcare Director or Minister to Children and Families.

PERSONAL QUALIFICATIONS

- Experience working with infant through age 4 children preferred.
- Outstanding interpersonal skills with the ability to work well with individuals of varying age and background, including lay volunteers.
- Love for working with children.