

CHURCH AT VIERA

Job Description Form



Job Title	Childcare Worker
Reports To	Childcare Coordinator
Rev	Date Approved:

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

Discipleship Ministry is hiring Childcare Workers to fill morning (Wednesdays) and evening (Monday-Thursday) positions starting immediately. Responsibilities include providing a safe, clean, and nurturing environment for children, and helping to meet their physical and emotional needs

JOB RESPONSIBILITIES

- **Care:** Provide age-appropriate care, such as feeding, diapering, and toileting
- **Safety:** Ensure the classroom is a safe environment for children; keep gates closed at all times; never leave children unsupervised; ensure all children and parents have the appropriate identification labels
- **Cleanliness:** Maintain a clean and organized room; Clean and sanitize all toys before putting them away; Demonstrate good hygiene by washing your hands and wearing gloves when changing diapers, wiping noses, serving snacks etc.
- **Interaction:** Greet parents and children, and interact with children in a cheerful manner
- **Communication:** Oversee the check-in and check-out process, and communicate with parents; report all concerns or issues to Childcare Team Leader or Childcare Coordinator immediately
- **Supervision:** Arrive before your shift begins and stay until the last child is picked up
- **Play:** Play with children or direct their play in an age-appropriate way
- **Patience:** Exhibit Christ-like patience
- **Availability:** Provide weekly availability to Childcare Coordinator and commit to shifts in advance

SKILLS

- A vital and growing personal faith in Jesus Christ.
- Align with the vision, mission, and values of Church at Viera
- Exceptional organizational skills, able to prioritize and manage time well, with a particular emphasis on systems and attention to detail

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	<ul style="list-style-type: none">• Team player that fosters a spirit of openness, participation, cooperation, communication, and unity among the various leadership Directors and Pastors of the church organization• Demonstrated ability to anticipate problems and embrace and facilitate the problem-solving process		