

**COLONIAL PRESBYTERIAN CHURCH
JOB DESCRIPTION**

POSITION / MINISTRY TEAM:

Title: Childcare Staff (Sunday morning, Mom's Bible Studies and/or Special Events)

Type of Position: Part-Time, Non-Exempt

Location: Overland Park Campus

JOB SUMMARY:

Responsible for teaching/caring for children (6 weeks-3yrs) on Sunday mornings; Childcare and teaching for Mom's Bible Studies (6 weeks-5th grade) for other church events.

WORKING RELATIONSHIPS:

Reports to the Childcare Administrator.

Teams directly with Ministry Partners in the classroom, indirectly with other teachers.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Follow established policies and procedures of Colonial Presbyterian Church.
2. Take the following classes bi-annually: Infant and Child CPR, First Aid, and Child Abuse and Neglect.
3. Promptly arrive at the assigned room and execute duties on the room's checklist.
4. Abide by the established policies, procedures, and guidelines.
5. Attend training sessions and staff meetings.
6. Follow the format (lesson, craft, activities) outlined for the session.
7. Recognize and meet the obvious physical and emotional needs of the children.
8. Use a positive, rather than negative approach to behavior management.
9. Assure that the children receive as much time as possible on a one-to-one basis.
 - Greet each child by name at the door when arriving and leaving.
 - Concentrate on personal interaction with the children through eye contact, generous hugs, and frequent use of individual names.
 - Guard against the natural tendency to visit with co-workers rather than children.
10. Inform the Childcare Administrator of problems concerning health and behavior of children, or any deviations from usual procedures.
11. Maintain a good relationship with the parents with friendly greetings and positive communication about their child.
12. Maintain harmony with other teachers and the Childcare Administrator.
13. Inform the Childcare Administrator at least two weeks in advance if you need a day / day off by completing and submitting a Request for Time Off.
14. May perform other duties as assigned.

JOB SPECIFICATIONS / COMPETENCIES:

1. Must profess a personal relationship with Jesus Christ as Lord and Savior and have a desire to serve His Church.
2. Must adopt the essential beliefs of the Evangelical Presbyterian Church.
3. Knowledge of developmentally appropriate practices for young children.
4. Previous work or experience with children of all ages.
5. Love of children and ability to enjoy them.
6. Ability to react quickly to avoid an accident or in an emergency.
7. Strong interpersonal skills.
8. Resourceful, flexible and creative.
9. Exhibit patience and grace.

WORKING CONDITIONS:

Work in a classroom environment. Must be physically able to pick up infants and toddlers and sit on the floor with them at various times. Ability to participate in child related activities such as jumping, running, dancing and walking. Able to lift up to 35 pounds. May be asked to substitute in classroom with children of another age.

APPROVAL:

SUPERVISOR _____ Date: _____

SITE PASTOR _____ Date: _____

COO _____ Date: _____

HUMAN RESOURCES _____ Date: _____