

CHILDCARE PROVIDER

GENERAL DESCRIPTION

The Childcare Provider is responsible to create a safe, loving, and fun environment for children whose parents are attending a church event.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (5-12 Hours/Week) // **Team:** Kids
// **Supervisor:** Childcare Director, Debra Terra

WORK SCHEDULE

- Flexible based on weekly requested childcare

ESSENTIAL DUTIES & RESPONSIBILITIES

- Treat every parent with respect.
- Set up room prior to children arriving.
- Greet each child by name.
- Be engaged with children – playing, listening, interacting.
- Treat children kindly; no harsh words.
- Put toys away and tidy up the room at the end of the event.
- Be familiar with all safety regulations and bathroom policies.
- Report any signs of illness or any injury to the On-Site Coordinator immediately.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Organizational Support** - Follows policies and procedures; supports church's goals and values.
- **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.
- **Safety & Security** - Observes safety and security procedures; takes appropriate action; reports potentially unsafe conditions.
- **Attendance & Punctuality** - Arrive 15 minutes prior to any event. This time will be used to help set up the room before children arrive. If you cannot work, you are required to let the Childcare Coordinator know as soon as possible.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Have a desire to care for children; to communicate and interact with them to make their childcare experience both positive and enjoyable.
- Able to reinforce rules to children during childcare, when necessary, for the safety of all children.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Has served at Rock Point as a volunteer in childcare during weekend services
- Has experience working with children

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 30 pounds).