

POSITION DESCRIPTION

Title: Childcare Provider

FLSA Status: Hourly

Reports to: Director of Lifespan Religious Education (DLRE) **HOURS:** 1.5-3.3 hrs/wk; year-round

Date: 10/2019

Position Purpose

The Childcare Provider is responsible for the care of infants and toddlers during Sunday services and church events as needed.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

Vision and Purpose: Demonstrates commitment to and knowledge of Unitarian Universalist Principles and values.

Essential Job Functions

Worship Support: Arrives before the service or event to organize the space as needed. Creates opportunities for children to learn and practice our Unitarian Universalist values. Fills in as a sub as needed in other areas of CYM when there are no children in the Nursery. Helps children who stay after service time to find safe and fun ways to play and cleans up, leaving space as it was found in morning.

Congregational Support:

Human Resource Support: Fill in time sheet weekly and leave on clipboard. Inform LFDD of potential absence dates in a timely fashion by email or phone (office or home). Finds replacements for childcare on those days, if possible.

Administrative Responsibilities: Takes accurate weekly attendance and record on attendance sheet. Provides new families with 'New Family Info Sheet.' Leaves on clipboard for LFDD.

Communications & Public Relations: Serve as an ambassador for the Children and Youth Ministries program by welcoming all new families and children and helping children feel safe and at home.

Property Management: Keeps the Fellowship Hall nursery space organized. Regularly assesses condition of toys and supplies, sanitizes/cleans as needed, discards any that are potentially dangerous

or broken. Keeps the 'Family Nook' area of the Sanctuary stocked and materials tidy.

Position Requirements

<p style="text-align: center;">Skills & Knowledge</p> <ul style="list-style-type: none">● Knowledge of all aspects of general childcare.● Possesses creativity, loves to play with and read to small children.● Ability to use verbal and written communication effectively across all constituencies.● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.● Organized, punctual, dependable, and has reliable transportation.	<p style="text-align: center;">Minimum Education</p> <ul style="list-style-type: none">● ? <p style="text-align: center;">Minimum Experience</p> <ul style="list-style-type: none">● Three to five years of prior experience with infants and toddlers, preferably in a religious or non-profit organization.● Must agree to a CORI/SORI check.
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