

### Childcare Provider Job Description

Job Title:	Childcare Provider	Job Code:	FO550
FSLA:	Non-Exempt (Eligible for Overtime)	Hours/Week:	0 to 10 Hours/week
Incumbent:		Department:	Children & Family
Revised:	May 2023	Supervisor:	Rev. Brenda Stobbe

#### General Function

The childcare provider is responsible for ensuring a healthy, safe, and nurturing environment for children under their care. This person will facilitate developmentally appropriate care and play among children of various ages, abilities, and social/emotional needs while their parent/guardian participates in church-sponsored activities.

This person must have a love of children and experience caring for children ages 3 weeks old to 5th grade. They must be reliable, collaborative, personable, responsible, safety-oriented, and a non-anxious presence. They must be able to exercise good judgement in a variety of situations. This person will be committed to and support the vision and mission of Manchester UMC and its leadership.

#### Entry Requirements/Qualifications:

- Previous experience caring for infants, toddlers, and elementary-age children
- Must become certified in Child/Infant CPR (if not already)
- Must become Safe Gatherings certified (if not already)

#### Primary Duties and Responsibilities:

- Setup and prepare childcare space upon arrival
- Greet and welcome families and facilitate established check-in and check-out procedures
- Explain childcare program practices and expectations to new families and answer any questions
- Ensure that all Safe Gatherings protocols are followed
- Document and report any injuries, incidents, or other important information to supervisor in a timely manner

### **Primary Duties and Responsibilities (Continued):**

- Follow established sanitary and hygiene procedures
- Understand and follow emergency protocols when necessary
- Collaborate with other childcare providers by sharing diapering, feeding, and other duties
- Clean and reset childcare space before leaving

### Other

- Arrive on-time for scheduled shifts and provide adequate advanced notice of any schedule changes
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies, and vision to ensure alignment
- Other duties as may be assigned by the Director of Children and Family Ministries

### **Skills & Talents**

- Must be able to effectively diaper, feed, and burp infants
- Must be able to effectively diaper toddlers
- Must be able to effectively engage toddlers and elementary age children in play
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative, innovative, and solutions-oriented
- Must be able to work independently as well as in team environments
- Must be comfortable addressing and resolving conflict in a healthy way
- Must be able to handle sensitive and confidential information appropriately

### **Work Environment**

- This position works when they accept a shift (opportunities may include weekdays and weekends)
- Childcare is often located in the Nursery space of Manchester UMC
- At least two childcare providers will always be present for each shift

### **Comments**

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an

employment contract, implied or otherwise, other than an “at will” employment relationship

**TO APPLY:**

Interested applicants should email cover letter and resume to [hr@manchesterumc.org](mailto:hr@manchesterumc.org). No phone calls please.