

FIELDS CHAPEL UNITED METHODIST CHURCH

JOB TITLE: NURSERY/CHILD CARE Director
REPORTS TO: PASTOR
POSITION STATUS: PART TIME EMPLOYEE

POSITION SUMMARY: This is 4-6 hours per week job that is responsible for providing a safe, loving and orderly classroom environment for children. This is a ministry to, for, and about children and their parents/family. The nursery/child care worker is directly responsible for the care, security and health of children while under her/his care in the nursery.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned.

- Engages children in organized activities, songs, stories, crafts as
- Ensures safety of nursery environment, i.e. cleaning products and medications stored needed out of reach of children, outlet covers on electrical outlets, etc.
- Stays until all children are secured with a responsible adult
- Communicates needs for supplies, snacks, etc. to Pastor

JOB SKILLS AND REQUIREMENTS: Regular and timely attendance (Including Sunday School, Sunday Worship and Wednesday Study) and other times agreed upon

- Polite, friendly, and courteous to all children, parents, and volunteers.
- Knowledge of age-appropriate safety and educational needs for children ages 0-7 years
- Able to communicate with Pastor, parents and children regarding needs
- Able to lift 30 pounds

EVALUATION AND COMPENSTION

The nursery/child care provider reports directly to the Pastor and receives an annual performance evaluation. Compensation is reviewed annually.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work to be performed by employees in this position. They in no way imply that these are the only duties to be performed by the employee. Employees are expected to perform other job related duties as may be required by the pastor. The document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.