

## **Child Care Staff Description – Sixth Presbyterian Church**

Sixth Presbyterian Church is an open and affirming community of faith in Jesus Christ where we strive for the grace to love one another as we seek deeper understanding of life in the Spirit, working for justice and serving as stewards of God's wonderful creation.

Sixth Presbyterian Church advocates for equal rights and equal rites for all God's children. Our congregation reflects Sixth Church's active support of the full inclusion of LGBTQIA+ people into the whole life and ministry of the church. We seek staff members to care for and nurture the children of the congregation and community.

Child Care Staff will work as assigned in one of the areas listed below under job responsibilities. Staff will work on Sundays from 9:45 a.m. through the conclusion of church (typically noon) during regular church and Sunday school hours (September-May). During summer church hours (June-August) workers will from 9:45 a.m. through the conclusion of church (typically 11 a.m.). Staff may also be asked to work during special services or church events throughout the year as needed. This is a part-time paid position that reports to and is supervised by the Director of Christian Education at Sixth Presbyterian Church.) Staff are required to communicate in advance, by phone or email to Director of Christian Education any planned absences with an advance two-week notice. Any unplanned absences must be reported by phone call 24 hours prior to when scheduled to work. Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Staff is responsible for reporting any incidents of injury or illness to the Director of Christian Education.

The staff compensation rate is \$45 per week and the hours are 9:45 a.m. to noon from Sept.-May and \$35 from 9:45 a.m. to 11 a.m. June – August. The church pays monthly via direct deposit.

### **Requirements:**

- Have clearances in accordance with the church's Child Safety Policy. This includes Pennsylvania criminal and child abuse clearance and FBI fingerprint clearance. Assistance in obtaining clearances will be provided if needed.
- Follow all rules and procedures outlined in the church's Child Safety Policy and Emergency Disaster Plan. Training will be provided.
- Have experience in the care of children with the ability to adapt and interact with a variety of personalities and characteristics. Applicants must provide a reference related to work experience and childcare skills.
- Be willing to submit to additional background and drug screenings if asked.
- Be current on immunizations (including Covid-19) and provide documentation if asked.
- Have American Heart Association or American Red Cross CPR training/certification for infants and children or be willing to complete a CPR course at church's expense.

## **Job Responsibilities**

**Sunday school assistant/Extended Session:** Staff are responsible for providing age-appropriate care which includes supervising children, escorting to the bathroom, maintaining a safe environment, cheerfully playing and interacting with children through games, stories, and play, and assisting Sunday school teachers in the classroom as needed. Staff must be polite, friendly, and courteous to all children, parents, and volunteers. Extended Session takes place during the worship service hour. Children attend the first part of worship with their families and then are dismissed for Extended Session During the Extended Session. Staff are asked to keep a weekly attendance record and to stay until the children are secured with a parent or responsible adult who has been identified by the parent. In the event of an emergency the worker will notify the parent via cell phone or text. Extended session workers are asked to straighten the room and clean any toys as needed before leaving and report any broken or soiled toys or equipment to the Director of Christian Education.

**Nursery:** Nursery staff will provide care for children (infants through age 3) during Sunday school and worship. Staff will be responsible for providing age-appropriate care which includes feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, and play. Staff must be polite, friendly, and courteous to all children, parents, and volunteers. Nursery staff are asked to stay until the children are secured with a parent or responsible adult who has been identified by the parent. In the event of an emergency. Staff will notify the parent via our pager system or cell phone or text. Nursery workers are asked to straighten the room and clean any toys as needed before leaving and report any broken or soiled toys or equipment to the Director of Christian Education.

Name \_\_\_\_\_ Date \_\_\_\_\_

The signature above indicates that the individual has read, understands, and accepts the requirements explained in this document.