

Kensington Community Church Job Description

Position: *Childcare Assistant*
Status: Part-time
Exemption: Non-Exempt
Supervision: Director of Faith Formation

Position Summary

Provides childcare for infants through 12-year old children during special Church events. The Childcare Assistant must ensure that the room is a welcoming and safe environment for the children of visiting and member parents/guardians, so that the adults may participate fully in fellowship and educational activities with the knowledge their children are being well cared for.

General Responsibilities

- Provide childcare for infants to 12-year old children. Typically, childcare hours are on the third Monday of the month from 6:15 PM to 8:15 PM. Additional events may occur during the week in the evenings. Events are subject to change and cancellation.
- Ensure room is clean and appropriately set-up when shift begins.
- Greet children when they arrive in the room and ensure that a contact card is on file for each child.
- Ensure parents/guardians label child's belongings.
- Maintain an atmosphere of nurture and loving concern in the room. Treat all children with care and compassion
- Ensure children are kept on Church property when in your care.
- Release each child only to his/her parent/guardian or another adult authorized by the child's parent/guardian.
- Ensure that play surfaces and materials are clean, washed if necessary, and returned to the appropriate storage spaces, and disinfect per schedule.
- Ensure all materials for older children are in a separate area which toddlers cannot access.
- Notify the Director of Faith Formation of any issues with children, volunteers or parents/guardians in a timely manner.
- Notify the Director of Faith Formation of special needs for the room or replenishments of supplies (e.g. water cups, disinfecting wipes and other supplies) in a timely manner.
- Accept instructions, and complete assigned tasks, working effectively as a team.
- Communicate effectively and appropriately at all levels including children, parents, volunteers and church staff.
- Uphold all safety standards.
- Maintain a professional attitude, respecting family privacy always.
- Help children with toileting/diaper changes as needed.

Knowledge and Skills

- 18 years of age or older (*Is this a requirement for us?*)
- Live Scan completed for this position

- Familiarity with developmental needs of young children, understanding appropriate play levels for different capabilities.
- Familiarity with communication strategies to effectively manage children in a broad range of developmental stages.
- Comfort working in a progressive, Christian non-profit organization.
- Current CPR and First Aid knowledge and certification.
- Completed Red Cross or equivalent babysitting certification.
- Proficient verbal and non-verbal communication skills with infants and small children.

Physical Demands

- While performing this job, the Childcare Assistant is regularly required to walk, sit, use hands to handle objects, operate keyboards, tools or controls, talk and hear.
- Exceptional patience and ability to remain calm always.
- Excellent listening skills and an engaging demeanor.
- Physically able to perform tasks, including sitting on the floor, bending, and standing.
- Must be able to lift children weighing up to 30 pounds regularly.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.