

Reynoldsburg Community Church

Position Description

Position Title: Childcare Provider

Reporting Relationships

Position Reports to: Coordinator of Nursery/Childcare

Positions Supervised: Teen Childcare Providers and volunteer staff

Position Purpose

Childcare Providers provide care for Sunday worship, MOPS, Wednesday evening programming, Bible Studies, special service and any other care needs, as designated, to support the life of the church.

Essential Functions and Basic Duties*

1. Ensures that RCC Nursery/Childcare Ministry follows and adheres to all state and local laws and regulations pertaining to this type of ministry; Operates within the guidelines of the Safe Sanctuary Policy.
2. Train new staff/servant leaders.
3. Maintain open communications with staff/servant leaders, to include emails, team meetings and quick reporting of sick call/call offs.
4. Available for MOPS (Thursday mornings), Wednesday evenings and Sunday mornings, and other days as needs for care arise.
5. Requests cleaning/repair as needed.
6. Ensures that toys are cleaned regularly and in good working order.
7. Oversees the computer check-in system needs for Children's Ministries, on their shift.
8. All other duties, as assigned by the Coordinator of Nursery/Childcare or the Minister of Children
9. The Nursery/Childcare Ministry is a provider of safe and consistent care, that meets the needs of families while on site.

** Not an exhaustive list of job responsibilities since key church programs and focus issues may change as a result of unforeseen conditions/circumstances*

Performance Measurements

1. Strong oral and communication skills
2. Maintain accurate and current attendance records
3. Ensure that RCC Nursery/Childcare follows and adheres to all state and local laws and regulations pertaining to this type of ministry; focusing on the safety and well-being of the children. Adheres to the guidelines within the Safe Sanctuary Policy.
4. Maintains confidentiality in all church matters
5. Interacts appropriately with families and children, encouraging an atmosphere of safety and security.
6. Able to work effectively as a team member
7. Meets established timelines for programs/assigned projects

Qualifications

Must love God with all your heart, soul and mind with a passion for leading children and families to Jesus

Education/Certification: CPR/First Aid certified or willing to complete during first 3 months of employment

Knowledge: Basic computer knowledge including capabilities in standard Word processing programs and spreadsheet applications. Knowledge of current Nursery/Childcare laws and regulations.

Experience Desired: Previous experience in a childcare setting, classroom or in a similar environment.

Skills/Abilities: Strong organizational and inter-personal skills.

Position Description Reviewed/Approved By: _____ /___/___