



Application Notes – KidzCare Worker

Thank you for your interest in the KidzCare Worker position. Please note the following policy in Ebenezer United Methodist Church's Employee Handbook:

STAFF MEMBERS AS CHURCH MEMBERS

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- A completed application
- A cover letter highlighting your interest in serving as a KidzCare Worker, noting any relevant work experiences
- A resume (optional)

Your application can be submitted in one of three ways:

1. Email your completed packet to bcartner@ebenezerumc.org and indicate "KidzCare Worker" in the subject line
2. Mail to Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office

For questions, please contact Briton Cartner, KidzCare Director, at the above email address. Thank you.

Ebenezer Church Staff-Parish Relations Committee

Position Description

Title	Kids Care Worker				
Reports to	Kids Care Director		Direct Reports	N/A	
FLSA Status	Non-Exempt		Exemption Category	N/A	
Salary or Hourly	Hourly	Salary Basis	As worked	Timesheet Required	Yes

Organizational Purpose

Provide care for children during church recognized events following church guidelines.

Essential Functions

- Care for children, newborn – 11 years of age during church events.
- Abide by the Kid's Care Guidelines (copy provided at training).
- Abide by the Ebenezer UMC Confidentiality Statement (provided on the letter of employment).
- Abide by the two adult rule. No one is to be alone in the room with the children.
- Abide by the church's Child Protection Policy.
- Disinfect all toys and supplies after their scheduled duty is over. EUMC provides all of the disinfectant materials. Trash must be taken to the trash bin and the floors must be vacuumed.
- Report any property problems, broken pagers or bathroom malfunctions to the Kid's Care Coordinator.

Job Specifics

- May work on church property only. If a Kid's Care Worker is contacted to provide Kid's Care in a private home, they cannot do so as a Kid's Care employee.
- May not work on church property if a church function is happening off church property.
- Will be scheduled by the Kid's Care Coordinator. If a Kid's Care Worker cannot work their scheduled time, they must locate a substitute from the Kid's Care Worker List which is updated and emailed to the workers monthly. If they cannot locate a sub, they may trade work days with someone scheduled for another day. Any changes to the schedule must be communicated to the Coordinator.
- Kid's Care Workers are allowed to bring own children to work with them.
- Will be compensated for one hour's pay if worker comes to work and no one shows for childcare.
- Must completely fill out their time sheets for each pay period.
- Must refrain from using cell phones, texting or otherwise diverting attention away from the children being cared for.
- Must be dressed appropriately for working with children.

Qualifications, Education or Experience

- Must be 16 years of age or older.
- 18 years or older must pass an approved background check.
- If Kid's Care Worker is not certified in first aid/CPR/AED, the church will schedule a class and pay for the worker to get certified.
- Kid's Care Worker must provide references to EUMC.
- Kid's Care Workers will attend training with the Kid's Care Coordinator or Children's Ministries Director before beginning work.

Core Competencies

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect. (15)

Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain. (29)

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting without a minimum of planning; seizes more opportunities than others. (1)

Approachability: Is easy to approach and talk to; Spends the extra effort to put others at ease; Can be warm, pleasant, and gracious; Is sensitive to and patient with the interpersonal anxieties of others; Practices attentive and active listening; Has the patience to hear people out; Can accurately restate the opinions of others even when he/she disagrees; Is an early knower, getting informal and incomplete information in time to do something about it (3, 33)