



Paid Childcare Worker Job Description:

To provide safe, reliable, and nurturing care for children at First Baptist Manchester.

Responsibilities & Expectations:

- Paid Childcare workers should adhere to our church's mission and values.
- 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, play, and prayer.
- Be polite, friendly, and courteous to all children, parents, employees, and other volunteers.
- Arrive 15 minutes prior to any event, unless stated otherwise by the Kids Director.
- Remain in the classroom until the children are secured with the correct adult.
- Clean the classroom while children are leaving or after children have left.
- Report to the Kids Director any issues which are hindering the ability to carry out your duties or responsibilities.
- Communicate in advance, by phone call or text to the Kids Director: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences two hours prior to the shift, if possible.
- Paid workers should not bring in any toys, snacks, materials, etc. to give to children except with the approval of the Kids Director.
- Report any broken supplies to the Kids Director so repairs or disposal can be made.
- Give attention to the children under your care. Cell phone use should be kept to a minimum. Workers should have their cell phones available if they need to contact a parent or the Kids Director.

Qualifications:

- Experience in caring for children.
- At least 18 years of age.
- Satisfactory completion of a background check.
- Be of good moral and Christian character.
- Capable of lifting up to 40 lbs.
- Stability of physical, mental, and emotional health.
- Knowledge of the age-appropriate needs for children.

Expected Hours:

- Hours are not guaranteed. However, opportunities for work would include Sunday mornings, Sunday evenings, Wednesday nights, and other church events where childcare is needed.
- Schedules will be given out in advance. If you are unable to work one of the scheduled times, please let the Kids Director know.

Termination Policy:

- A two-week notice is expected from the employee.
- 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.
- Termination may occur for failure to carry out job duties as described above or failure to comply with the Church's Safety Policies.

Reports To:

- Kids Director