

## **Job posting: Caregiver**

**Status: Part-time; non-exempt**

**Typical schedule: Wednesdays, Thursdays and Sundays, 8:30 a.m. to 12:30 p.m.**

### **Job Responsibilities**

St. Martin's Episcopal Church, the nation's largest Episcopal Church, is seeking to fill 2 vacancies for the position of Caregiver. This position provides childcare during worship services for children 0 – Pre-kinder years of age. Candidates must have a welcoming and friendly demeanor, the ability to communicate with staff in English, and be committed to the Mission and Core Values of St. Martin's Episcopal Church.

### **Essential Functions**

1. Provide childcare for worship services, weekday programs, activities and special events as assigned by the Preschool Ministries Coordinator.
2. Prepare childcare rooms at the beginning of each session by checking for dangers or hazards. Set up each shift with age-appropriate toys, books in good repair and Sunday school lesson.
3. Greet parents and children upon their arrival and departure while overseeing the check in procedure in a professional and friendly manner.
4. Actively engage in age-appropriate activity with children by reading books, doing puzzles, playing indoor/outdoor games, etc., while being at the child's eye level and using a soothing tone of voice.
5. Assist classrooms as needed by the Preschool Ministries Coordinator.
6. Assist in the organization and cleanliness of the environment by routinely picking up during and at the end of each session. This includes disinfecting toys and other material used.
7. Communicate issues, problems or supply needs to the Preschool Ministries Coordinator. This includes reporting attendance issues, time-off requests and other related matters in a timely manner, according to the Caregiver Acknowledgement form.
8. Attend policy and procedure training, as well as annual update training; to include following health, safety and first-aid procedures as outlined in the *Handbook for Child Care*.
9. Be attentive to the physical needs of each child and contact parent if there are visible signs of sickness or if an emergency occurs.
10. Ensure that each child's individual bag is labeled with his/her name and that all special instructions regarding feeding/napping schedules are communicated clearly between parent and caregiver.
11. Be attentive to the physical and overall needs of children.

### **Education and Experience**

Required eligibility includes graduation from high school or GED equivalent. Additional eligibility qualifications include two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Due to the nature of this role, only Christian applicants will be considered.

Please forward resume or work experience to [recruiter@stmartinsepiscopal.org](mailto:recruiter@stmartinsepiscopal.org).