

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Caregiver

STATUS: Part time, Non-exempt

REPORTING TO: Preschool Ministries Coordinator

SUMMARY/OBJECTIVE

The Caregiver supports the Church by working with the Children's Ministry by providing quality care to from newborn through pre-kinder years of age. This person must be committed to the Mission and Core Values of St. Martin's Episcopal Church, which includes bringing as many people as possible to know, love, and serve God as revealed through Jesus Christ, through the power of the Holy Spirit.

ESSENTIAL FUNCTIONS

1. Provide childcare for worship services, week-day programs, activities and special events as assigned by Preschool Ministries Coordinator.
2. Prepare the 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.
4. Actively engage in age-appropriate activity with children by reading books, working puzzles, indoor/outdoor games etc. Be on the child's level using eye-contact and 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 throughout and at the close of each session; to include disinfecting toys and other material used in the rooms.
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 the 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 signs of sickness are visible or an emergency occurs.
10. Portray a professional and friendly image representing the Ministry according to the Acknowledgement form. This includes appropriate uniform using the St. Martin's smocks provided.
11. 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.
12. Be attentive to the physical and overall needs of the children.

COMPETENCIES

Competencies required of this role:

- Quality interactions
- Ability to establish relationships with children
- Optimizes work
- Professional attitude
- Confident decision making
- Situational adaptability
- Strong interpersonal
- Practices patience
- Physical stamina

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Consistent and positive interactions with children and parents.
- Adapting approach and demeanor in real time to match the shifting demands of different situations
- Maintains a safe workplace by monitoring children for health, behavioral, and emotional issues and reports concerns to staff and parents.
- Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This job operates almost entirely indoors in a childcare environment. The setting is often noisy due to childcare classrooms and children's activities.

MENTAL & PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 40 lbs.

The employee is required to perform under circumstances of emotional stress, such as, yet not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

WORK HOURS AND TRAVEL

This is a part-time position. Days and hours of work will be scheduled by the Preschool Ministries Coordinator monthly. Duties include some select weekdays, special events and Sundays. No travel is expected for this position.

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.

EEO/AAP

It is the policy and intent of St. Martin’s Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager_____

The Employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____