



Childcare Worker Job Description

FLSA Status:	Nonexempt / Flex
Schedule:	T/ W/ Th mornings; Wednesday nights; special events
Reports to:	Childcare Lead & Preschool Minister
Direct Reports:	None

Job Summary

The Childcare Worker is a church employee responsible for caring for children from birth through 6th grade during scheduled ministry hours. This role includes creating a safe, loving, and nurturing environment for infants, toddlers, and children during church events and activities. Key responsibilities include engaging children in age-appropriate play, maintaining a clean and organized space, and communicating effectively with parents and church staff. The ideal candidate is reliable, works well with a team, and has a genuine heart for children. Previous childcare experience is preferred.

Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, and appearance.
- Faithful in making disciples who make disciples.

Essential Functions

- Create a safe, loving, and nurturing environment for all children.
- Follow all security protocols to maintain a safe and secure environment.
- Engage children in age-appropriate play during childcare hours.
- Ensure children are properly diapered, fed, and cared for while in your care.
- Complete assigned activities and leave classrooms clean and organized at the end of each shift.

Qualifications and Skills

- Must be at least 18 years old.
- High school diploma or equivalent preferred.
- Prior experience working with children is preferred (especially in a group setting)
- Ability to pass a background check and comply with church child protection policies.
- CPR and First Aid certification (or willingness to obtain upon hire).
- Willingness to attend required training and staff meetings.
- Strong communication and interpersonal skills.
- Ability to care for multiple children in a calm, patient, and attentive manner.

- Dependable, punctual, and able to follow instructions.
- Team-oriented with a cooperative attitude.
- Ability to maintain confidentiality and use discretion.
- Physically able to lift children, sit on the floor, and respond quickly in emergencies.

Work Conditions

- Ability to sit or stand for extended periods of time and to move about to various locations
- Communication skills using the spoken word
- Ability to see and hear within normal parameters
- Ability to lift up to 25 pounds on a regular basis, which includes children
- Ability to work flexible hours including weekends based on ministry needs

Employee Acknowledgment

I acknowledge that I have read this job description, and I can/will perform all my job duties and responsibilities as listed in this job description. This job description reflects the church's assignment of essential functions and responsibilities. Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time. I understand that the church reserves the right to revise this job description at any time.

Employee Signature

Date