

**FIRST PRESBYTERIAN CHURCH
OF OKLAHOMA CITY, OK**

**Position Description
9/1/2022**

JOB TITLE: Child Care Provider

COMPENSATION: \$20/hr.

STATUS: Part-time

(guaranteed 3 hrs. minimum per Sunday)

FLSA: Non-exempt

REPORTS TO: Pastor/Head of Staff

TERMS OF EMPLOYMENT: At Will

GENERAL SUMMARY

Incumbent is primarily responsible for caring for children of members and guests during Sunday church services and at other occasional events as needed.

ESSENTIAL FUNCTIONS

- Remains aware of and follows the policies and procedures of the church;
- Exhibits and ensures that each worker maintains and displays a welcoming, caring, professional image of First Presbyterian Church and the child care program;
- Maintains roll of children who are in child care. Requires adults to sign children in and out; provide contact information; and provide names, in writing, of who is or is not authorized to pick children up from child care;
- Takes every precaution as to the security of each child in the church environment; releases or allows the release of a child only to an authorized individuals;
- Is subject to annual criminal background check.
- Interacts and plays with children;
- Ensures safety and well-being of children at all times;
- Cares for cleanliness and comfort of children in child care center;
- Meets parents, visitors, or others at the door of nursery to welcome them;
- Wipes down all surfaces that have been touched and completes provided checklist to ensure child care center is returned to condition in which it was found;
- Fills out the Accident/Incident form in the event of an accident or incident; removes sick children from the group and notifies the parent;
- Maintains a First Aid Kit and makes sure other workers know where it is located;
- Informs Head of Staff when supplies (snacks, drinks, diapers, wipes, etc.) are needed;
- Routinely inspects nursery equipment and toys; reports any equipment that is not working properly.
- Completes other duties as assigned by the Pastor or designee

KNOWLEDGE, SKILLS & ABILITIES

- Maintains current certification in CPR and First Aid;
- Demonstrates experience in caring for infants and young children;
- Shows good interpersonal communications skills, with the ability to discern and handle confidential information.

WORKING CONDITIONS

- Work Period: Hours will be Sundays from 9:30 a.m.-12:30 p.m. or until last child leaves
- Internal: Work is normally performed in a climate-controlled environment
- External: Occasionally work is performed where there is exposure to outside atmospheric conditions of heat/cold or moisture and exposure to weather while supporting church functions. May include taking children to playground.

PHYSICAL REQUIREMENTS

- Work involves standing and walking for brief periods of time as well as duties performed from a seated position. Work may include occasional pushing, pulling, or carrying objects weighing up to 30 pounds, such as files, infants, young children, toys, etc.

WORKING RELATIONSHIPS/CONTACTS

- Church visitors, members, Pastor, and other staff members

EVALUATION

- Evaluation of performance in work position will come from routine contact with the Pastor/Head of Staff. The Personnel Committee will meet with the incumbent at the incumbent's request.