

**Williamson's Chapel United Methodist Church**  
*Changing Lives and Changing the World through Jesus Christ*

**Position:** Childcare Worker

**Purpose:** Williamson's Chapel United Methodist Church seeks to provide childcare which is a place of care and nurture for children; where parents feel confident leaving their children while they attend worship, Sunday School or other church functions.

**Reports to:** Children's Ministry Coordinator

**Job Classification:** Hourly Employee

**Qualifications:** Current CPR/First Aid certification or willing to complete CPR/First Aid course.  
Submit to a background check.  
Adhere to Safe Sanctuary policies and procedures.

**Capabilities:** Responsible, caring and loving toward children.

**Responsibilities:**

- Greet parents and children at classroom door, and receive any special instructions from parents.
- Greet parents and children by name if known. If the family is new, introduce yourself.
- Direct parents to check in station, if they have not already checked in their child.
- At pick up time, match child's nametag with parent's pick up tag. If parent has lost tag follow "Lost Tag Procedure".
- Age-appropriate care, which includes: feeding, changing diapers, taking child to restroom, maintaining a safe environment, holding, sitting with and cheerfully interacting with children through games, stories, crafts and play.
- Be polite, friendly and courteous to all children, parents and volunteers.
- Prior to children's arrival set out toys and other materials for their use. After children have left, pick up the room, sanitize toys and put them away.
- Communicate any problems or needs for supplies, snacks, etc. to Children's Ministry Coordinator.

**Salary:** \$10.00-12.00/per hour