



**CANTON**  
 FIRST UNITED METHODIST CHURCH  
[cantonfirstumc.org](http://cantonfirstumc.org)

## Job Description

<b>Job Title:</b>	Childcare Worker	<b>Team:</b>	Family Ministry
<b>Position Type:</b>	Part-time	<b>Hours per week:</b>	Varies based on scheduled activities
<b>Pay Type:</b>	Hourly – Non-Exempt	<b>Reports to:</b>	Director of Children’s Ministry

### POSITION SUMMARY

The Childcare Worker serves families by providing engaging, positive, age-appropriate interaction and loving supervision for children in a safe and nurturing environment. Childcare services are typically provided on Sunday mornings, Wednesday evenings, and for special events or other ministry activities. A flexible work schedule is available for childcare workers.

### QUALIFICATIONS

#### Minimum Character Qualities

A person who has a great love for Jesus, a commitment to living a Christian lifestyle, and a genuine love and care for children. One who has a servant’s heart: teachable, humble, loyal, positive, uplifting, proactive, energetic, and dependable; and agrees with United Methodist theology, doctrine, and ecclesiology.

#### Minimum Qualifications

- Previous childcare experience: 2 years preferred
- At least 18 yrs. of age; high school diploma or equivalent preferred, but not required
- First Aid/CPR Certification or willing to complete upon hire
- Team player able to work well with paid workers and volunteers
- Ability to build positive relationships with parents, church staff, supervisor, and others
- High level of discretion to handle sensitive information and maintain confidentiality
- Professional appearance and demeanor

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with Ministry Staff to provide a welcoming, loving, caring and safe space for all children
- Instill confidence with parents to feel secure and familiar with procedures and services
- Help to maintain a clean and organized environment; assist with sanitation of tables, toys and other surfaces
- Warmly greet parents and children when they come to the nursery or classroom
- Ensure the nursery or classroom is a place of joy, play, and friendship
- Perform all aspects of childcare including diaper changes, potty training assistance, and feeding as required.
- Use technology tools for child check-in security system.
- Keep Director informed of significant classroom incidents or concerns.
- Comply with all child safety and security procedures including the Canton First UMC Nursery Procedures Manual and Safe Sanctuaries Policy.
- Follow work scheduling and demonstrate prompt and regular attendance
- Possess and maintain valid and appropriate license, certificate and/ or credential as may be required for this position.
- Participate in training as required to enhance knowledge and skills.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as the UMC Book of Discipline and local church policies and procedures.
- Perform other duties, as assigned.