

Davidson UMC
Childcare Employee Job Description

The happiness of our children is top priority. Our job is to receive the children and love them as Jesus would. We are the church for the children in our care. We are their first experience of God's love in the church. We are also the first staff interaction for many parents. They need to feel comfortable leaving their children in our care. It is of the utmost importance that all childcare employees follow the job description as outlined below and follow the leadership of our childcare coordinators.

DUMC childcare employees are responsible for:

- ❖ Arriving 15 minutes prior to scheduled event
- ❖ Contacting Coordinator or Tabitha Lindsay if you will be late
- ❖ Being willing to work with any childcare employee in any age level room
- ❖ Having one childcare employee by the door to greet and accept the children into the room
- ❖ Making sure all belongings and children are labeled
- ❖ Checking name badge stickers for accuracy and allergies

- ❖ Interacting with the children on their level
- ❖ Refraining from personal use of cell phones
- ❖ Refraining from talking about children/families in front of the children
- ❖ Texting parents of children who cry consistently for five minutes unless parents have talked with staff about helping them to "wean". In these cases, parents and staff work together about how long the child should stay before paging.
- ❖ Checking all diapers about 20 minutes prior to end of event and following sanitary changing procedures as posted by changing tables
- ❖ Checking each child out of the nursery just as carefully as checked in. (Parents must pick up children and show security sticker to you)
- ❖ Staying after event until rooms are organized, sanitized and trash is removed
- ❖ Recording event and accurate times on time sheets after each scheduled event (do not record times ahead of time)
- ❖ Giving a two week notice for all leisure absences – record Sundays off on vacation calendar noting that only two employees will be allowed to miss any given Sunday. Also note that employees should only request one Sunday off in any given month unless there are extenuating circumstances and other Sundays off are requested and approved. Please plan ahead!
- ❖ Giving as much notice as possible for all sick absences. 704-892-8277 ext. 270 will ring the nursery hallway phone.

- ❖ Checking in with Coordinator and/or Tabitha Lindsay on days of inclement weather. DUMC does not cancel services, but does not want any employee to risk injury. If you cannot make it to the church safely, do not come, but call in.
- ❖ Giving a two week notice upon resignation
- ❖ Undergoing a DUMC background check
- ❖ Annually attending a Safe Sanctuaries training
- ❖ Being available to DUMC each Sunday morning and the first and third Thursday mornings
- ❖ Taking bathroom breaks quickly in between services so that our rooms will always be adhering to the two-per-person policy when children are in our care.
- ❖ Asking a staff member to get snacks or coffee from the fellowship hall in between service if needed. No break is needed as most employees work 2.5 – 4 hours. (hot coffee should not be consumed when interacting with children – it should always be kept on the counter)

DUMC will provide:

- ❖ Flu Shot if requested
- ❖ CPR/First Aid Training
- ❖ Annual evaluation

- ❖ Christmas bonus
- ❖ Pay for one hour when no children attend
- ❖ Time and a half pay rate when called upon to work on a normal DUMC holiday

DUMC needs:

- ❖ Loyalty to DUMC childcare

Duties are subject to termination when:

- ❖ Employee is perpetually late without notice
- ❖ Employee does not follow DUMC Safe Sanctuary policies
- ❖ Employee is disrespectful
- ❖ Employee is recording inaccurate times on time sheets
- ❖ Employee is unable to continue the duties of childcare as outlined above