

Attendant for Childcare Ministry

Title: Attendant of Childcare Ministry

Supervisor: Coordinator for Childcare Ministry

General Summary:

Under the supervision and direction of the Coordinator of Childcare Ministry, attendants work together to provide a safe, attentive, reliable, fun, and faith-enriching childcare program for children ages 0-12. Strengthened by his or her own commitment as a disciple of Jesus Christ, attendants strive to draw others into friendship with Him.

Key Responsibilities:

Safe, attentive and reliable supervision:

- Attendants are attentive to the children entrusted to their care and avoid unnecessary distractions and outside occupations while working in Childcare.
- With guidance from the Childcare Coordinator, attendants are required to complete and maintain the obligatory Virtus training and background check in accord with the policies of the Diocese of Tulsa and Eastern Oklahoma.
- Attendants are expected to fulfill their commitment to their scheduled hours, and to arrive consistently on time.
- Attendants remain on duty until all of the children are picked up from Childcare.
- Attendants ensure that parents and guardians both sign in the children entrusted to Childcare and sign them out accordingly.
- Attendants communicate regularly with the Coordinator of Childcare Ministry.
- Attendants are able to communicate with parents when appropriate and necessary.
- Attendants complete training sessions as required.

Fun and faith-enriching childcare:

- The Attendants follow the lead of the Coordinator of Childcare Ministry in facilitating faith-enriching games, crafts, activities, and entertainment into the Childcare Ministry.

Qualifications:

- Experience working with children age 0-12 preferred.
- Willingness to grow as a disciple of Jesus Christ and an active faith with full participation in communal worship and life of the Church.

For further information, contact Meghan Cancinos, Coordinator of Childcare Ministry, at childcare@stbernardstulsa.org.

Cell# 631-338-1081