Job Description: Childcare Provider

Reports to: Director of Family Ministry
Commitment: 4 hours per week
Salary: $23.54 per hour
Start Date: August 20, 2023

Position Summary

Those who work with our youngest community members are instrumental in providing a strong foundation in what it means to be a part of a loving and supportive church community. Childcare Providers at University Unitarian Church support a safe, fun, and caring environment for children on Sunday mornings and at church events. They will work with the Lead Childcare Provider and volunteers, including teens, to guide young children in creative free-play activities during their time at church.

Childcare Providers at UUC will be compensated $23.54 per hour. Hours vary depending on church activity, but Providers can expect to work about 4 hours per week.

Expectations and Responsibilities

● Provide childcare for infants, toddlers, and preschoolers (“Sprouts”) on Sunday mornings and for elementary-age children during other church events, as provided on a monthly calendar. Childcare Providers are not required to be available for all non-Sunday care opportunities but are given first choice.
● Must be reliable: Arrive 15 minutes before events begin and remain 15 minutes after they end, or when the last child has left the classroom.
● Straighten up the classroom after the event is over, clean items as needed, and sanitize surfaces so the classroom is prepared for the next event or Sunday.
● Be an active participant alongside children: Be actively engaged with the children - get on their level, be a proactive leader, use the names of children, be friendly with parents, take attendance, and count heads to make sure all children are accounted for. Make sure children do not leave without their parents.
● Maintain a safe environment: Childcare Providers are responsible for children’s safety when they are in the Childcare Providers’ care. Childcare Providers will be trained according to the University Unitarian Church Safety Policy. They will be responsible for things like counting how many children are present, keeping small children away from things they might choke on, being aware of allergies, and noticing if a child might get hurt.
Qualifications

- Enjoy working with children.
- Experience with early childhood development and caregiving: able to plan and implement age-appropriate activities, and ensure the health and safety of the children at all times.
- Submit background check.
- Has and is willing to receive pediatric first aid/CPR/AED training.
- Has and is willing to receive childcare training.
- Review and sign our code of ethics statement.
- Effective interpersonal communication skills and professional demeanor.
- Responsible and able to take direction.
- Ability to communicate consistently and effectively via email and phone with church staff.
- Ability to approach problems in a deliberate and solution-focused manner and to recognize ambiguous situations that call for requests for clarity from others.
- Ability to maintain confidentiality around sensitive issues and information.
- Ability to work with diverse populations and communicate with people from many cultures, backgrounds, and historically marginalized groups.

NOTE To perform this job successfully, an individual must be able to complete each essential duty satisfactorily, have the necessary qualifications, and be able to work in the conditions described. The statements herein are intended to describe the general nature and level of work being performed and are not construed as an exhaustive list of responsibilities, duties, and skills required. They do not establish a contract for employment and are subject to change at the discretion of the employer.

Contact
Aria Curtis, Director of Family Ministry
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To Apply
Please submit a resume and two references to Aria Curtis via email at aria.curtis@uuchurch.org by Sunday, August 6. Interviews will take place between Wednesday, August 9, and Friday, August 11.