

## **Child Care Supervisor**

### **General Purpose of Position:**

The child care attendant is a paid member of the church educational faculty with specific ministry to infants, toddlers and preschoolers.

### **Major Responsibilities and Duties:**

1. To provide Christian Childcare on Sundays from 9:00 AM until all children are with parents/guardians after worship services and toys are cleaned and Nursery is in order, approximately 11:30 pm.
2. Ensure nursery staffing. Notification is to be given to the Director of Christian Ministries by Wednesday if absence is required on Sunday. Child Care Supervisor is responsible for finding a Substitute and the Child Care Supervisor's pay will be paid to the Substitute for that Sunday. A criminal background check must be on file for all nursery workers.
3. Child Care Supervisor is responsible for ensuring that only approved child care helpers are in the nursery at all times. The Child Care Supervisor may allow helpers as needed to provide care for infants, toddlers and preschoolers, but must be limited to what is necessary for appropriate child care.
4. Maintain nurseries including washing toys and equipment in the infant and toddler rooms as required.
5. Responsible to Head Pastor and Personnel Committee.
6. Communicate with parents or guardians.

### **Qualifications:**

Hospitable  
Even-tempered  
Christian  
Responsible/Mature  
Caring  
Flexible  
Child-loving  
Child-centered  
Engaging

**Key Job Elements:**

1. Ensure loving/nurturing care to these young children in a Christian setting on Sunday mornings and other scheduled church events as needed.
  - A. Arrive 15 minutes prior to regular or specially scheduled services and ascertain that the nursery is in a state of readiness to receive infants.
  - B. Keep a supply of healthy snacks available for children.
  - C. Make frequent checks for soiled or wet diapers and change them as they occur.
  - D. Give bottles and/or other nourishment as directed and provided by the parents.
  - E. Make a final check of all diapers near the end of each scheduled service to make certain the infants are returned to their parents clean and dry.
2. Maintain a clean and orderly environment in the infant and toddler nurseries.
  - A. Maintain a state of cleanliness and appearance that will effectively diminish the inadvertent transmission of possible infections from one infant to another. This will impart confidence to the parents.
  - B. Put the nursery back in order in preparation for the next usage.
  - C. Be responsible for maintaining an adequate supply of fresh, clean linen.
  - D. Make sure all bottles and other pieces of equipment are returned to the parents.
3. Responsible to Head Pastor and Personnel Committee.
  - A. Give adequate advance notice of expected absence to permit substitute staffing.
  - B. Keep Christian Education Committee informed of the needs of the nursery.
4. Provide an inviting /welcoming environment to both children and parents/guardians.
  - A. Supervise the reception and identification of infants and their supplies as they arrive at the nursery.
  - B. Ascertain as nearly as possible, that only WELL babies are admitted to the nursery.
  - C. Comfort those infants who register unhappiness or discomfort by crying.

**Evaluation:**

At least one member of the Session Personnel Committee and the Moderator of Christian Ministries shall meet annually with the Child Care Supervisor for a performance review and shall review the adequacy of compensation as well as changes and revisions in this position description if required.