

Congregational United Church of Christ, Ashland Job Description

TITLE

Childcare Attendant

SUMMARY

The Childcare Attendant provides loving and spirit-filled care of babies, toddlers and pre-school children in the church nursery.

JOB DUTIES AND RESPONSIBILITIES

Offer and provide for the emotional, physical and social needs of young children during the time they are in the church nursery.

Interact with the children and encourage their involvement in activities.

Prepare and maintain a warm, safe environment that is orderly, clean and appealing; change diapers, clean spills, and remove hazards.

Establish and maintain good communication and be sensitive and responsive to parents.

Read, understand and follow nursery policies, which may include training and demonstrated proficiency in first aid and provision of a safe, secure environment.

Remain on site in the nursery for the entire scheduled time.

Arrange for substitute in the event of absence from scheduled time.

MINIMUM REQUIREMENTS

Knowledge of

Appropriate relationships to establish and maintain with babies, children and adults.

Classroom/behavior management.

Responsible supervision.

Skill in

Communicating with and caring for babies, children, and parents.
Developing and delivering age appropriate play and stimulation.

Ability to

Read and write in order to communicate effectively and document activities and programs.

Develop and deliver programs and curricula for church babies, toddlers, and preschoolers.

Interact positively with church members, staff, volunteers and public.

Keep a clean, orderly nursery.

Make appropriate referrals for children needing further support.

Work independently, and solicit direction when needed.

Complete other duties as assigned.

Education

High school equivalency.

Experience

Work in childcare or early child development.

Proof of vaccination for COVID-19 and background check required. (Church pays for background check.)

The Childcare Attendant is an at-will employee, serving under supervision of the Senior Pastor.

UCC Ashland does not discriminate on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender expression, or relationship status.