

**FLORENCE CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)
Florence, Kentucky**

*Florence Christian Church (Disciples of Christ)
celebrates God's Welcome Table of abundant love,
grace and acceptance.*



POSITION TITLE: Childcare Attendant

Reports to: Nursery Coordinator, then Associate Minister

Employment Status: Part-Time Contract Position

Position Overview: Provide quality, safe, and loving childcare to the church's youngest children on Sunday morning and other times as scheduled.

Qualifications and Skills:

- At least 18 years of age
- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with a variety of personalities and abilities.
- Friendly and outgoing with a love for children.
- Satisfactory completion of background check and other screening as deemed necessary
- Satisfactory completion of CPR training for infants and children.
- Must adhere to Florence Christian Church's Child Protection Policy Guidelines and attend any required trainings (with pay)

Principal Accountabilities:

- Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Change all diapers, clean all spills, and maintain the area with a high level of sanitation and appeal to the eye.
- Work as part of a team of employees and volunteers
- Help set up the nursery or pre-school room as needed.
- Receive children from and return children to responsible adult using the security policies.
- Love and care for all children in the nursery.
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome experience.
- Monitor condition of nursery equipment and supplies and alert the Nursery Coordinator.
- At end of shift, clean up the room, disposing of all trash, diapers, etc. and sanitize toys and materials used by children. Return all teaching materials and toys to their proper bins and location.

- Follow all nursery guidelines.

Other Notes:

- Attend an evaluation after a 90 day probationary period and thereafter annually.
- Report to the nursery coordinator any issues which are hindering the carry out of the duties or responsibilities.
- Communicate in advance, by phone or text to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.

Compensation and Benefits

- You will be paid for time worked rounded to the nearest quarter hour except for the following:
 - If you are scheduled to work:
 - And receive more than 48 hours notice that you are not needed, you will not receive any hours.
 - And receive more than 24 hours notice that you are not needed, you may add 1 hr to your time card.
 - And receive less than 24 hours notice that you are not needed, you may add ½ the amount of scheduled time or 1 hr (whichever is greater) to your timecard
 - And no children show, you may stay for the time scheduled and put hours on your time card or leave and add ½ the amount of scheduled time or 1 hr (whichever is greater) to your timecard
- This position as a part-time contract position does not qualify for any benefits, sick days, vacation days, or holidays.

By signing below, I agree that I have received and read this job description. I agree to abide by all guidelines and policies as outlined above.

Attendant Signature

Date

Nursery Coordinator Signature

Date

Associate Minister Signature

Date