

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Childcare Provider

Summary: The Children's Ministries Childcare Provider cares for the youngest in Bethany Green Lake's congregation (birth - 5th grade) by providing safe, consistent, quality supervision of children during adult classes, ministry events, rehearsals, and/or worship.

Location: Bethany Green Lake

Reports To: Nursery Coordinator; Associate Pastor for Christian Formation

FLSA Status: Non-exempt, Part-time

KEY RESPONSIBILITIES

1. Provide age-appropriate care, including: feeding, changing diapers, interacting positively with children through games, stories, play, and prayer
 - Attend trainings that relate to pre-school/children's ministry, or upon request
 - Take initiative in interacting and playing with the children, as well as checking for and promptly changing dirty or wet diapers
2. Welcome parents and children cordially, consistently, and professionally
 - Greet and interact with parents
 - Use discernment and relational skills in helping both children and parents during drop-off and pick-up times
3. Ensure the ongoing safety of the children entrusted to the ministry's care
 - Understand and communicate the policies and best practices to volunteers and parents as they relate to children's safety
 - Check all areas that will have children in them prior to an event to ensure they are clean and free of anything unsafe or inappropriate for children
 - Communicate with the Nursery Coordinator or Associate Pastor and the parents, as appropriate, in the case of a reportable incident

POSITION QUALIFICATIONS

- Must be at least 18 years old
- Experience in caring for children ages birth - 5th grade
- Reliable and punctual
- Able to consistently present oneself in appropriate attire and demeanor
- Successful background and reference checks
- Up-to-date on all appropriate immunizations
- Willing to adhere to BCC policies and best practices

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	2-10 hours/week; Typical work hours fall within the Sunday through Thursday timeframe, with some evenings and early mornings required.
<i>Physical Demands:</i>	Must be able to work in a nursery environment, and able to bend over and pick up children up to 30 pounds. Must be able to move between buildings on campus.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
<i>Compensation:</i>	Non-smoking building and environment. \$13/hour
<i>Benefits:</i>	Paid Safe and Sick Time (PSST) provided in accordance with the City of Seattle PSST Ordinance

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.