



## **JOB DESCRIPTION**

<b><u>Date:</u></b>	July 6, 2022
<b><u>Position/Title:</u></b>	Childcare Provider
<b><u>Reports To:</u></b>	Childcare Manager
<b><u>Employment Status:</u></b>	Part Time, Seasonal
<b><u>FLSA Status:</u></b>	Non-exempt
<b><u>Hourly Requirements:</u></b>	Flexible as needed
<b><u>Hourly Wage:</u></b>	\$14.00
<b><u>Employment Relationship:</u></b>	Employment-at-Will Relationship

**Position Summary:** The Childcare Provider serves the ministries of Living Word providing childcare services for the benefit of parents attending limited daytime and evening events offered through Living Word. This person must be able to provide a safe and secure environment where children feel comfortable, communicating and relating well to parents and the children in their care. It is expected that childcare provider will maintain a positive attitude and interact with parents, children and team members in a loving, kind, respectful, firm and self-controlled manner as they represent the church through their work with the children and parents.

### **Position Responsibilities:**

- Provides a safe, secure, controlled environment where children are warmly cared for.
- Manages the room Check- in and check-out process for children.
- Engages the children in activities/lessons that have been prepared for them.
- Maintains child to staff ratios and communicates with leadership when there is a problem.
- Follows technical directions and policies given to childcare providers, including but not limited to:
  - Two Caregiver Policy
  - Physical Contact Policy
  - Discipline Guidelines
  - Security and Emergency Procedures
- Attend appropriate supervisory and team meetings.

### **Position Requirements:**

- Is reliable and punctual in arriving on or ahead of expected time.
- Must be able to lift small children and get down on the floor to play.
- The right person for this position is a self-starter, capable of leading children in a group environment and play setting with minimal supervision.
- Able to articulate your relationship with Jesus and demonstrates a willingness to grow.
- A good communicator who is team oriented, fun to work with and open to critique from team members.
- Passionate about caring for children in a safe an engaging environment.

### **Position Expectations:**

LWCC expects all employees to work in accordance with the standards set forth in the LWCC Staff Handbook, and LWCC retains the sole right to exercise all managerial functions set forth therein.