

**Hillcrest United Methodist Church  
Job Description**

**Job Title:** Child Care Worker  
**Reports to:** Minister of Children and Youth  
**FLSA Status:** Non-Exempt  
**Full-time/Part-time:** Part-time  
**Effective Date:** *Updated, September 2014*

**SUMMARY:**

The purpose of this job is to provide child care for infants, toddlers, and children during worship services, Sunday school, and various other church functions.

**RELATIONSHIP AND ACCOUNTABILITY:**

The Child Care Worker is accountable to the Director of Nursery Ministry in matters pertaining to his/her responsibilities at Hillcrest United Methodist Church. Job performance, salary, and benefits (if applicable) are reviewed annually by the Staff Parish Relations Committee in consultation with the Minister of Children and Youth.

**Primary Responsibilities**

- Adhere to all Safe Sanctuary policies and procedures
- Love and nurture all children
- Keep track of hours worked and submit to Director of Nursery Ministry.
- Assist Director in implementing the guidelines as outlined in the Child Care Ministry manual and Guidelines for Child Care Workers.
- Lead Bible study time with age appropriate material.
- Routine Care
- Dismissal of Children
- Cleaning

**Weekly Leadership:**

- Sunday School
- Sunday Morning Worship
- Sunday and Wednesday Evening Programming, as needed
- Other church functions, as needed

**Qualifications:**

- Clear background check
- Comprehension to read and write at eighth grade level.
- Experience in working with children.
- Personal priorities are consistent with the doctrine and principles of the United Methodist Church and include a Christian commitment and an earnest desire to grow in the grace of our Lord Jesus Christ.
- A genuine love for children and a commitment to their nurture.

- Ability to work as part of a team.
- Ability to work flexible hours.

**Physical Demands:**

The physical demands include picking up children, standing for diaper changing and holding babies, floor play, and general cleaning of the room and equipment.

**Work Environment:**

The work environment includes the infant and toddler rooms.