

Lake Forest Park Presbyterian Church

Job Title	Reports To	Status	Compensation	Start Date
Childcare Leader	Associate Pastor	Part-Time, 2 hours every Sunday, Non-Exempt	\$18/hr	ASAP

Purpose

To Support Families by ensuring quality, well-staffed and safe nursery rooms.

Responsibilities

- Maintain safe, clean, nurturing, and well-equipped nursery rooms.
- Be present every Sunday from 9:15am - 11:15am to prepare the space, greet families, answer questions, and ensure rooms are adequately resourced.
- Administer safety, caregiving, and sign-in procedures and policies.
- Be a known, welcoming, and kind face to children, parents and volunteers.
- Submit attendance to the Associate Pastor
- Light cleaning of the nursery; vacuuming, emptying the garbage, wiping down tables and countertops and toys.
- Recommend any needed replacements, repairs, and/or expansion or improvement of facilities.
- Supervise scheduled volunteer

Qualifications

- Personal commitment to Jesus Christ and openness to the Holy Spirit
- Experience taking care of infants and toddlers
- Understanding of safety and security issues in working with young children.
- Good clear communication with parents and children.
- Good clear communication with scheduled volunteer
- Have a passion for meeting the physical, social, emotional and spiritual needs of young children and their parents.
- Must pass a background check
- Must provide proof of Covid19 vaccination
- First-aid/CPR certified

Evaluation
Staff are reviewed annually. The Personnel Committee and Session will annually review the adequacy of compensation.