

## Sunday Morning Childcare (SMC) Job Description

**Purpose:** Provide age appropriate care for preschool children aged infant up to kindergarten in a warm, safe, and loving environment within a Christian context, while parents participate in worship and church activities on Sunday morning. Applicants must be aged 18+.

### Requirements:

- Complete background check before employment, and complete the Safe Sanctuary certification within a reasonable time prior to or after employment.
- An age appropriate background in childcare, or relevant experience.
- A strong personal faith in Jesus Christ and a lifestyle and character which reflects that commitment. This person shall be active in the life and ministry of a local Christian faith community.
- Individuals should be able to lift up to 40lbs and be able to lift a child from the floor and have free mobility of movement.

**Reporting Structure:** The Sunday Morning Childcare (SMC) worker is supervised by and accountable to the Director of Children's Ministry and a member of the Staff Parish Relations Committee (SPRC).

### Responsibilities:

- Provide a safe, caring and age-appropriate atmosphere for the children in the Green Room from 9 am to 11 am Sunday morning, with the possibility of starting at 8:30 depending on the needs of the congregation.
- Ensure the children in their care act respectfully toward one another and be inviting and fair to all.
- Be able to meet children's needs by changing diapers or assisting in the use of the bathroom. Diapers and wipes would be provided by the parents.
- Use supplies and tools made available by the Director of Children's Ministry only. All other supplies and tools are the property of PromiseLand Childcare and are not to be used without permission.
- Ensure the room is cleaned and returned to its original condition as specified by PromiseLand Childcare.
- Ensure Parents have signed their children in and out and completed an information sheet for all children in the care of the SMC worker. The information sheet will include any special instructions that shall be followed within reason.
- The SMC worker will be assisted by a volunteer from the church during their shift who has Safe Sanctuary certification and has passed a background check. It will be the SMC's responsibility to ensure the assistant adheres to the same standards and responsibilities that the SMC worker is held to.
- Inform the Director of Children's Ministry of any dates they will not be available as far in advance as possible. A substitute may be sought or parents will be informed that the service will not be available that Sunday.
- A Performance Evaluation will be conducted yearly with the Director of Children's Ministry, SPRC liaison, and Pastor.

### Hours and Compensation:

- Sunday morning, 9am - 11am (2 hours), for 50 Sundays during the year. The position hours may be changed based on the needs of the congregation to start at 8:30 during parts of the year, and will be discussed prior to changing. The Sundays designated off are the Sunday before Labor Day and the Sunday after Christmas Day, unless Christmas falls on a Sunday.
- Hourly pay \$20