

Position Description Childcare Staff

First Congregational Church Kalamazoo, Michigan

Supervisor: Senior Pastor

Reports to: Senior Pastor and Pastor for Faith Formation

Status: Part-Time

Hours of Work: 3 hours weekly; Sundays 8:30 am-11:30 am;

FLSA: Non-Exempt

Employees Needed: 1

Job Summary

First Congregational Church is seeking a child care provider for Sunday mornings. This person will work with one other staff member and a team of volunteers to provide consistent, high-quality childcare for infants, toddlers and young children that reflects the church's core values of hospitality, justice and love. *Religious instruction is not required of this role since volunteers will provide when appropriate (added 3-17-22).*

Essential Functions

- Ensures upon arrival and departure that the childcare room (shared with the Kalamazoo Drop-In Childcare Center) is tidy and set up for age-appropriate activities.
- Supervises children's activities to ensure safety, promote socialization and enjoyment of children attending the facility.
- Works cooperatively with the Senior Pastor, Pastor for Faith Formation, other child care staff, and volunteers on assigned duties, such as supervising check-in and check-out of all children, preparing activity materials, room cleanliness and using time effectively.
- Builds relationships with the parents and caregivers of the children who come regularly to church events
- Be aware of by observing the health status of children for illness or areas of concern and report to their caregiver any concerns.
- Cleans up after activities.
- Provides written and/or verbal communication to parents regarding child's activities, behavior, and any unusual incidents.
- Observes all FCC safe conduct policies and procedures.
- Complies with Michigan expectations of mandated reporters and knows who the reporters are.
- Performs other duties as assigned.

Core Competencies

- Ability to manage separation anxiety, conflict between children, redirection into constructive activities, and communication with parents upon reunion.
- Building good relationships with the regularly attending families of our church, and helps put at ease both children and parents who visit our church for the first time.

Position Description Childcare Staff

Physical Requirements/ Working Conditions

- proof of COVID-19 vaccination
- First Congregational Church basement child care rooms (shared with Kalamazoo Drop-in Child Care Center.)
- Sitting, standing, kneeling, bending, some lifting

Minimum Qualifications,

- Significant and relevant post-high school education or training in early childhood education or child/family-related fields preferred.
- High school diploma or equivalent required.
- Two-years' experience working with young children and families in some capacity at minimum. Licensed child care experience preferred.
- Satisfactory response to criminal and child abuse and neglect history checks.

Training Requirements

- Orientation to First Congregational Church's Safe Conduct policy
- Training in Abuse prevention through the Praesidium online training portals, or certification of equivalent training

Compensation and Benefits

- The salary for this position is commensurate with experience and credentials.

Our Church

FCC welcomes new visitors and old friends. We welcome all who have no church home, need strength, want to follow Christ, have doubts or do not believe.

To grandparents, to mothers, fathers, couples and single people. To people of all colors, cultures, abilities and sexual orientations, to old and young, to believers and questioners.

First Congregational Church of Kalamazoo is proudly part of The United Church of Christ (UCC).

The UCC is a progressive, dynamic denomination offering Christ's extravagant hospitality and welcome to all. We are grounded in Scripture while listening for the Still Speaking God.