



Willoughby United Methodist Church
15 Public Square
Willoughby, OH 44094

JOB DESCRIPTION – Child Care Coordinator/Attendant Position
Position Overview
<p>To provide safe, secure, nurturing, clean and efficient care to our children ages 0-5. Ministry responsibilities include playing with the children or directing their play, reading to them and exhibiting patience and love. The position will be part of a two person team to care for children.</p> <ul style="list-style-type: none">• All child care staff members shall be of good character and demonstrate a commitment to the Christian faith and discipleship• All child care staff members shall<ul style="list-style-type: none">○ Have a basic understanding of children and their needs○ Be adaptive to a variety of situations○ Be willing to grow in their knowledge of children through periodic education and training events
Primary Responsibilities-<i>*All Staff must be Safe Sanctuary trained and ensure their Ministry Field is compliant with Willoughby UMC’s Safe Sanctuary Policy</i>
<ul style="list-style-type: none">• Provide physical, emotional, and intellectual support and stimulation of each child in your care as appropriate for the circumstances• Provide appropriate guidance to each child in your care• Develop a relationship of trust and continuity with children in your care, which will enhance each child’s development of positive self-images• Build relationships with parents and provide support and assistance to parents when they arrive with their child• Cooperate with other child care staff and with parents• Abide by and apply the child care policies of Willoughby United Methodist Church at all times• Develop pool of child caregivers for adhoc use
Secondary Responsibilities
<ul style="list-style-type: none">• Supervising and interacting with children as they play• Changing diapers or taking children to the restroom as necessary• Comforting children when they are upset• Feeding children per instructions from parents. <i>No children will be left unattended while eating</i>• Follow proper opening and closing toddler room procedures as posted• Sign in all children who enter toddler room. Parents should sign the registration log and indicate where they will be while their children are in the nursery• Follow emergency procedures in the event of injury or sudden illness as indicated in the



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<p>Safe Sanctuary Policy</p> <ul style="list-style-type: none">• Report any signs of physical abuse on any child as indicated in the Safe Sanctuary Policy• Be reliable in your attendance. Notify the child care coordinator in advance if you must be absent• Attend periodic training and education events provided by the church
<p>Reporting Relationship</p> <ul style="list-style-type: none">• Reports to: Director of Children’s Ministry & SPR Liaison• Works closely with all members of church staff, committees and membership.
<p>Skill Set/Education Requirements</p> <ul style="list-style-type: none">• Experienced in the care of children 0-5 years of age with the ability to adapt and interact with a variety of personalities/characteristics• 18 years of age or older (High school graduate)• Willing to submit to background check and Safe Sanctuary Training• Must be current on immunizations• Must have current American Heart Association (AHA) or American Red Cross (WRC) CPR training/certification for infants and children or be willing to complete a CPR course at Willoughby UMC expense
<p>Hours</p> <p>The position is part-time, normal workday on Sunday will be from 9am-12pm</p> <p>Work Holidays that fall on Sunday and ay be asked to work additional hours during busy time(i.e. Holy Week or Christmas Eve and other special functions)</p>