



**Willoughby United Methodist Church**  
**15 Public Square**  
**Willoughby, OH 44094**

<b>JOB DESCRIPTION – Child Care Coordinator/Attendant Position</b>
<b>Position Overview</b>
<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"><li>• All child care staff members shall be of good character and demonstrate a commitment to the Christian faith and discipleship</li><li>• All child care staff members shall<ul style="list-style-type: none"><li>○ Have a basic understanding of children and their needs</li><li>○ Be adaptive to a variety of situations</li><li>○ Be willing to grow in their knowledge of children through periodic education and training events</li></ul></li></ul>
<b>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></b>
<ul style="list-style-type: none"><li>• Provide physical, emotional, and intellectual support and stimulation of each child in your care as appropriate for the circumstances</li><li>• Provide appropriate guidance to each child in your care</li><li>• Develop a relationship of trust and continuity with children in your care, which will enhance each child’s development of positive self-images</li><li>• Build relationships with parents and provide support and assistance to parents when they arrive with their child</li><li>• Cooperate with other child care staff and with parents</li><li>• Abide by and apply the child care policies of Willoughby United Methodist Church at all times</li><li>• Develop pool of child caregivers for adhoc use</li></ul>
<b>Secondary Responsibilities</b>
<ul style="list-style-type: none"><li>• Supervising and interacting with children as they play</li><li>• Changing diapers or taking children to the restroom as necessary</li><li>• Comforting children when they are upset</li><li>• Feeding children per instructions from parents. <i>No children will be left unattended while eating</i></li><li>• Follow proper opening and closing toddler room procedures as posted</li><li>• 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</li><li>• Follow emergency procedures in the event of injury or sudden illness as indicated in the</li></ul>



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<p>Safe Sanctuary Policy</p> <ul style="list-style-type: none"><li>• Report any signs of physical abuse on any child as indicated in the Safe Sanctuary Policy</li><li>• Be reliable in your attendance. Notify the child care coordinator in advance if you must be absent</li><li>• Attend periodic training and education events provided by the church</li></ul>
<p><b>Reporting Relationship</b></p> <ul style="list-style-type: none"><li>• Reports to: Director of Children’s Ministry &amp; SPR Liaison</li><li>• Works closely with all members of church staff, committees and membership.</li></ul>
<p><b>Skill Set/Education Requirements</b></p> <ul style="list-style-type: none"><li>• Experienced in the care of children 0-5 years of age with the ability to adapt and interact with a variety of personalities/characteristics</li><li>• 18 years of age or older (High school graduate)</li><li>• Willing to submit to background check and Safe Sanctuary Training</li><li>• Must be current on immunizations</li><li>• 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</li></ul>
<p><b>Hours</b></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>