

**Job Description – Childcare Provider**  
Foundry United Methodist Church, Washington, DC

**I. General Description**

The Childcare Provider is responsible for oversight of the Childcare ministry so that infants and toddlers (newborn through age 3) and members of their families experience the love of God in a safe and nurturing environment. This includes recruitment, scheduling and training of volunteers; facilitation and oversight of the structured activities for toddlers; ordering and upkeep of the nursery supplies; welcoming, encouraging, and nurturing communication with families who attend nursery; willingness to provide or facilitate childcare for special occasions as well as education and business meetings.

**II. Qualifications and Skills**

- Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others
- Desire to serve God through the childcare ministry
- Knowledge and experience of care required for infants and toddlers
- Good organizational, communication, and time management skills
- Must provide references and submit to background checks
- Proof of infant/child CPR training or willingness to attend CPR training
- Willingness to attend Safe Sanctuaries Training

**III. Specific Responsibilities**

- Provide steady, welcoming, and coordinating presence in the childcare from 30 minutes before a scheduled service begins until 15 minutes after the final service ends. Must be physically present in the nursery at all times during Sunday morning.
- Recruits, schedules and trains volunteers for worship services
- Oversees the delegation of responsibilities in the nursery and facilitates age appropriate activities for children
- Keeps track of supplies and equipment in the childcare rooms, ordering or eliminating, as necessary
- Maintains attendance and childcare roster
- Keeps and updates childcare message board
- Schedules cleaning of toys and equipment

**IV. Relationships**

- Serves under the direction of the Director of Family Ministries
- Oversees the ministry of all volunteer workers (adult and youth) in the childcare rooms
- Has regular contact with families and children who use the childcare rooms
- Works with other children's ministry leaders to plan special events and ministry training

**V. Time Requirements**

- Reports to the childcare rooms 30 minutes prior to the beginning of any scheduled childcare time and leaves 15 minutes after the event is over or whenever rooms are completely vacated
- Certification/recertification and training for CPR and first aid.

**VI. Training and Support Provided**

- Child protection policy training provided annually
- Resources with current information on child care and trends
- Resources for activities with toddlers
- Prayers of the staff, church leadership, and congregation
- Budget for expenses