

LAKE GROVE PRESBYTERIAN CHURCH

JOB DESCRIPTION

Title: Caregiver

Classification: Part Time Non-Exempt. Employment is on an as needed basis subject to changes in ministry and programming requirements.

Position Summary: Responsible for the care of children between the ages of birth through grade 5 on site at Lake Grove Presbyterian Church

RESPONSIBILITIES:

Duties include, but are not limited to:

- Ensure the physical safety and wellbeing of all children in care, notifying appropriate LGK staff if illness or injury occurs.
- Ensure that children are released to their parent/designated adult.
- Interact with co-workers, children, and parents/congregants in a welcoming, joyful, respectful, and hospitable manner.
- Engage the children with provided curriculum or with materials provided in the room during the entire time children are present.
- Follow all guidelines as laid out in training and childcare handbook including diapering, restroom safety, use of cell phones, food safety, photography and others as indicated.
- Maintain supplies and classrooms in a neat, organized, and orderly manner; clean classroom during and following use as needed.
- Follow all health and safety protocols as established by the church and/or ministry area such as wearing of masks, using gloves, etc.
- Special needs and allergies for each child must be noted and addressed with care.
- Communicate regularly and in a timely manner with child care coordinator any issues which impact duties or responsibilities.
- Other duties as assigned.

EDUCATIONAL & PROFESSIONAL QUALIFICATIONS:

- Previous childcare experience preferred.
- CPR certification preferred.
- Positive attitude and willingness to take on tasks as needed by the ministry area outside of basic childcare responsibilities.
- Experience with working with children with a variety of ages and personalities
- Joy filled passion for working with children.
- Ability to work well with co-workers and volunteers
- Basic understanding of Christian faith and willingness to share this faith with children

Physical Requirements

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Office setting and preschool rooms
- **Physical:** Sufficient physical ability to work in a childcare setting or classroom. Ability to arrange and organize children's rooms and materials, get up and down off the floor with ease and lift children age 5 and under. Occasional lifting of up to 50 lbs.
- **Vision:** See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents
- **Hearing:** Hear in the normal audio range with or without correction

ACCOUNTABILITY: The Caregiver reports to the Child Care Coordinator in the Lake Grove Children's Ministry Program Area

RELATIONSHIPS: Collaborates with all Discipleship Program Staff, church families and support staff.