

# St. Luke's United Methodist Church

## Job Description

**Job Title:** Children's Ministry Worker  
**Ministry Area:** Guide Ministries  
**Reports To:** Director and/or Assc. Director of Children's Ministry

### Summary

Provides care and supervision to the children of St. Luke's United Methodist Church congregation and guests while they are attending a sponsored St. Luke's function.

### Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### General Technical Job Duties

- ❖ Promotes and communicates the purpose, vision, mission and core values of St. Luke's United Methodist Church.
- ❖ Creates an environment conducive to positive interaction with staff members/church members/public.
- ❖ Directs volunteer child care workers when necessary; is responsible for and have authority over volunteers and the room. Responsible for orientating to the procedures and assure they where a nametag.
- ❖ Assesses the health of a child at the time of arrival and report findings if you suspect a child of not being well to a supervisor prior to the parent leaving. The parent and the supervisor will make the decision as to whether a child will be permitted to remain in the nursery/kid's zone.
- ❖ Checks sign-in sheet to verify that parents have signed: also checks for child's name on his/her possessions and on child. Infant and Toddler name tags can go on child's back.
- ❖ Changes sheets and blankets after each use.
- ❖ Conducts a diaper check on infants and toddlers at least once during the hour. Takes toddlers periodically to the toilet.
- ❖ Follows hand-washing and sanitary procedures in feeding, diapering, and handling children.
- ❖ Stays involved with children by helping with crafts for preschoolers and toddlers; by leading in a simple song; by playing and interacting with them; by starting games. Encourage Christian Education.
- ❖ Manages children's behavior in a positive, constructive and non-threatening manner. Listens to children and talks to (not at) children.
- ❖ Promotes a Christian attitude of love and concern when interacting with the children.
- ❖ Notifies parents and supervisor of any illness, accident, or other serious incident. Refers to the "Emergency Medical Procedures". Takes time and provide parents with information which may prove important for the parent to know before he/she takes the child home.
- ❖ Straightens up and encourage children to pick up and put away toys after each service or end of session. Teaches respect of person and property.
- ❖ Greets returning parents and make sure child and child's belongings are back in the care of the parent. Communicates with the parent how the child behaved, making special note of good behavior.
- ❖ Cleans up and puts away all toys and supplies after the last service or end of session.
- ❖ Disinfects changing tables and toys that have been mouthed by using the disinfectant pray provided in each room. This should be done after all the children have been picked up. Spray should air dry.
- ❖ Adheres to all policies and procedures found in the Employee Orientation Manual and St. Luke's United Methodist Church Child Care Staff Procedure Manual or any others presented by supervisors.
- ❖ Demonstrates appropriate knowledge and perform all parts of the job; provides technical and professional assistance to others.
- ❖ Requests additional resources when necessary.

Child Caregiver (continued)

- ❖ Recognizes problem(s) and initiate corrective action, communicating with supervisor and utilizing resources appropriately.
- ❖ Helps maintain a safe work environment. Demonstrates knowledge of all implemented Safety and Disaster Plans. Leads others in emergency situation.
- ❖ Maintains prompt and regular attendance, and accurately reports payroll information.
- ❖ Attend all Child Care Staff meetings as called by the Director.
- ❖ Performs other duties as assigned.

**Communication Duties:**

- ❖ Promotes and communicates in a warm caring way through use of voice, manner and dialogue with the children and parents.
- ❖ Maintains confidentiality, does not discuss operational, procedural, staff or shared information from children or parents with anyone other than your immediate supervisor or HR Director.
- ❖ Communicates effectively with all levels of church leadership, staff, church members, vendors and the public.

**Interpersonal Skills**

- ❖ Is responsible for acting and responding in a professional manner. Expresses emotions appropriately, accepts positive and negative feedback; faces and resolves conflict in a professional manner.
- ❖ Is able to work effectively, independently, with a team or others.
- ❖ Shows a willingness to adapt to change.
- ❖ Maintains prompt and regular attendance.

**Supervisory Responsibilities**

May mentor volunteers

**Qualifications**

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

**Other:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Ability to effectively present information in “one-on-one” and small group situations.
- Must possess the math & organizational skill commensurate with the “Educational and/or Experience” qualification listed above.
- Ability to solve practical problems and effectively cope with the challenges that may arise from working with a variety of people in a church setting.
- Have experience and/or training in the area of child care.
- First Aid and CPR Certified.
- Agree to complete an in-service on St. Luke’s Child/Youth protection policy within first 90 days of employment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift up to 25 lbs. -35 lbs. and occasionally lift and/or move up to 50-70 lbs. pounds. The employee should be mentally and physically able to perform their job duties and be free from communicable disease.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is characteristic of an average interior and exterior office space, church and or church parking lot/grounds. The interior work area is air conditioned most of the time. While working outside the building the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. While performing the duties of this job, the employee may be mentally exposed to stress from managing multi-task workloads with frequent interruptions. The noise level in the work environment is usually moderate to loud.

### **Statement of Understanding and Acceptance:**

The above job description is not to be construed as a complete listing of the assignments and responsibilities assigned to any employee; nor are such assignments restricted to those precisely listed in the job description. This job description may change from time to time as the needs of the organization change.

I have read and understand the above description of the job and will accept and agree to fulfill these and other assigned responsibilities.

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Signature of Employee

Date