



St Paul's Lutheran Church

3108 Sterrettania Rd, Erie, PA 16506-2658 | 814.833.1761 | www.stpaulserie.org

Church Child Care Provider Job Description

Purpose:

- To provide dependable, safe, secure, and nurturing care to the children while at St. Paul's Lutheran.

Reporting Relationships

- Directly reports to the pastor
- Indirectly reports to Church Council

Responsibilities and Instructions:

- There are two Main Child Care Providers. They are in charge of making sure there are two providers for every meeting that has asked for child care. If they are unable to find two providers, they are to contact Pastor Sami.
- Arrive 15 min prior to the start of the event. In the event no children have shown up 30 minutes after the start time of an event, providers may leave making sure to place a sign on the door indicating the reason for the childcare room being empty. Child Care Providers will still be paid for a minimum of one hour regardless.
- Time sheets are located in the Child Care room. Providers are responsible for documenting their time in the book. This is what will be used by payroll.
- Stay until the children are secured with the person who dropped the child off or someone who has been cleared by the parent to pick up the child.
- All Child Care Providers must take Boundary Training and sign the Boundary Guidelines. This training must be taken every three years.
- No oral medication shall be administered to the child on the parents' behalf. Parents are welcome to come by and administer medicine at their discretion.
- The child care room needs to be left the way it was found. Please make sure to clean the room. If anything is broken, please let Pastor Sami know.

Required Qualifications:

- Must be at least 14 years old
- Experience working with and/or teaching children.
- Strong desire to be around and work with children.
- Able to contribute to an environment that is team-oriented and encouraging.
- The ability and willingness to undergo and pass background checks as required. These are completed for all newly hired team members, as well as done periodically throughout employment with St. Paul's Lutheran Church. Failure to pass any background check shall be grounds for St. Paul's Lutheran Church to terminate employment immediately.
- Unrestricted authorization to work in the United States, completion of related employment and appropriate income tax forms.

Position Hours, Compensation, Benefits

- Hours are based on the need of the church
- Rate - \$15 an hour
- No additional benefits

Note:

The above position description and the duties stated are not intended to be an all-inclusive list. Additional duties and responsibilities may be assigned from time to time as emergencies and other situations dicta