

Nursery/Childcare Sitter

Position Description

This person will oversee and provide childcare for children from ages 6 months through 3 years of age during both Sunday morning worship services and Wednesday evening Family Night/Kid's Club.

Nursery/Childcare Sitter shall be responsible directly to the Senior Pastor, the S./P.P.R.C.

Requirement for the Nursery/Childcare Sitter must have

C. P. R.

FIRST AID

COMMON CHILDHOOD ILLNESSES

CHILD ABUSE RECOGNITION

HIGH SCHOOL DIPLOMA

Job Duties:

1. Assure that top quality care is provided
2. Maintain a safe, clean, and healthy environment
3. Know and follow licensing guidelines
4. Interact with children in a positive manner
5. Organize environment to ensure cleanliness
6. Maintain current on all trainings
7. Maintain sign in and out sheets
8. Fulfill the necessary paperwork meeting job requirements
9. Maintain an appropriate attendance record
10. Maintain a professional attitude and loyalty to church at all times
11. Work collaboratively with volunteer assistants
12. Any miscellaneous tasks assigned

Employment:

Work Period - 5.0 hours per week.

Comp time – Prior written approval by the Senior Pastor is required if at all possible. All comp time must be used within 30 days of the extra hours.

Salary:

Minimum Wage

Hayes Memorial United Methodist Church APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION: _____

PERSONAL INFORMATION:

Name: Last: _____ First: _____ Middle: _____

Street Address: _____ (Apt.): _____

City/State: _____ Zip: _____

Contact Information:

Home Telephone: (____) _____ Mobile Telephone: (____) _____

Email: _____

How did you learn about this position? _____

POSITION SOUGHT:

Available Start Date: _____ Desired Pay Range: _____

EDUCATION:

High School: _____

Date of Graduation _____

College, University, Trade School, etc (if any): _____

Major / Subjects of Study: _____

Degree (if any): _____

Date of Graduation: _____

Specialized Training or Certifications: _____

Other Education : _____

REFERENCES:

Employment References:

Previous Employer: _____ Supervisor: _____

Phone Number: (____) _____ Address: _____

Current Employer: _____ Supervisor: _____

Phone Number: (____) _____ Address: _____

Personal Reference:

Name: _____ Relationship: _____

Phone Number: (____) _____ Address: _____

***Any candidate that is selected for this position must be willing to undergo a full background check.**

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____