



847.741.0038
fumcelgin.org
216 E. Highland Ave., Elgin IL, 60120

Job Title: Church Childcare Provider (CCP)

Position Type: Part-time (2x/month)

Purpose: To provide dependable, safe, secure, and nurturing care to the children at our Church, ages six (6) weeks to four (4) years, during Sunday morning worship.

Pay: \$20.00/hour One (1) to Three (3) hours on the 2nd and 4th Sunday of each month. Pay will follow the following structure: a minimum of one (1) hour for each day regardless of children present; two (2) hours for days with children present but no Sunday school attendance; and three (3) hours for days when parent(s) choose to attend Sunday school class*.

ACCOUNTABILITY:

- The CCP will be supervised by the Senior Pastor, with ultimate accountability to the Governance Board, to the policies of The Book of Discipline of the United Methodist Church, the First UMC Elgin Employee Handbook, and The Safe Sanctuaries Guidelines of First UMC Elgin.
- On-site work hours vary according to need; however, the CCP will be present on Sunday mornings from 9:30 am to 11:30 am*. The CCP will also be offered additional hours for special occasions when child care is required (i.e., Weddings, funerals, meetings, special events, etc.).
- Coordinate, guide, and schedule quarterly childcare volunteer
- Regularly report any needs (staff, supply, or personal) to the Senior Pastor or Staff Parish Steward.

RESPONSIBILITIES:

- Maintain a clean, organized, and welcoming safe space.
- Warmly greet parents and children when they come to the childcare area.
- Ensure the childcare area is a place of joy, play, and friendship.
- Provide age-appropriate care, which includes feeding, changing diapers, escorting them to the bathroom, maintaining a safe environment, putting children down for naps, holding or sitting with and cheerfully interacting with children through games, stories, play, and prayer.
- Serve and supervise snacks as provided by parents or guardians.
- Be polite, friendly, and courteous, and seek to develop good trusting relationships with all children, parents, and volunteers.
- In an emergency with a child, notify the parent via cell phone.
- Stay until the children are secured with the adult named on the sign-in sheet. No child shall be released to anyone but the adult(s) on the sign-in sheet.



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RESPONSIBILITIES Continued:

- Cleaning
- Tables, changing tables, toys, and other surfaces must be cleaned and disinfected after use.
- Used bed sheets must be changed, laundered, and returned the following week.
- Soiled diapers should be taken to the outside dumpster.
- Attend an evaluation after a 90-day probationary period and after that annually.
- Communicate in advance by phone to the Senior Pastor
- Planned absences with an advance two-week notice
- Extenuating circumstances requiring an unplanned absence call at least two hours before the shift.

QUALIFICATIONS:

- Experience caring for children between six (6) weeks to four (4) years with the ability to adapt and interact with various personalities.
- Dependable
- At least 18 years of age
- Satisfactory completion of Safe Sanctuary training and background check
- Must have good basic knowledge of first aid procedures.
- Satisfactory completion of CPR training for infants and children.
- Must adhere to First UMC Elgin Safe Sanctuary Policy Guidelines.
- Must be reliable and have reliable transportation.
- Genuine love and care for children
- Exhibits an attractive spirituality reflecting Jesus' command to love God and to love neighbor
- Belief in the First UMC Elgin Mission, Vision, and Core Values.
- High-level organizational skills with attention to detail and cleanliness
- Capacity for establishing and maintaining effective and harmonious working relationships with children, parents, staff, volunteers, and the public
- High energy, spiritual maturity, and leadership skills