

# Job Posting: Child Care Provider

Newberg First United Methodist Church (1205 Deborah Road) is seeking a Child Care Provider for its nursery on Sunday mornings, 2 hours per week. This is an hourly position (\$20 per hour). Sunday morning hours are 8:45am-10:45am for worship, with opportunities for additional hours for occasional church events. Interested applicants should send their resume to Rev. Casey Banks, [pastorcasey@newbergfumc.org](mailto:pastorcasey@newbergfumc.org). Applications will be accepted until the position is filled. Start date is flexible.

## **Personal Qualities & Abilities**

1. Will support the mission, vision, goals, and values of the church, and is a practicing disciple of Jesus Christ.
2. Maintains a friendly, helpful, and welcoming attitude for children and their families.
3. Fosters an effective, positive working relationship with the Children and Youth Ministries Coordinator, pastor, other child care provider(s), and parents.
4. Organized, dependable, and uses church resources responsibly.
5. Enjoys working with children, birth through kindergarten.

## **Childcare Qualifications & Job Requirements**

1. First Aid/CPR training for infants and young children is required. Certification can be obtained within first 3 months of employment, paid for by the church.
2. All who work with children, youth, and vulnerable adults in The United Methodist Church must be at least 18, pass a background check prior to employment, complete annual Safe Sanctuary trainings, and abide by the church's Safe Sanctuary policy.
3. Understands basic childhood needs, behavior, and development, and is willing to communicate with parents about individual needs.
4. Ability to lift/carry 30 lbs.

## **Child Care Provider Duties**

- Provide child care in the Nursery during Sunday morning worship. There must be two adults in the nursery each week, so child care providers will work alongside a second staff member or a volunteer.
- Bring children into Sanctuary for Young Disciples time (weekly) and Communion (monthly).
- Utilize/teach the weekly children's curriculum, provided by supervisor Children & Youth Ministries Coordinator.
- Maintain current child profiles with parent contact, allergy, etc.
- Report any nursery supply needs to supervisor for purchasing.
- Assist with hand-washing and sanitize the nursery according to the cleaning chart.

**Terms of Employment** - The Governing Board is responsible for oversight of church personnel and sets employment policies and salary/wages. The Children & Youth Ministries Coordinator provides direct supervision and conducts performance reviews. There will be a performance review after an initial employment probationary period of 90 days, and then performance reviews annually. A professional development allowance is available to cover First Aid/CPR and related, required trainings.