

Childcare Worker

Position Description: Updated 11/6/2025

Reports to: Childcare Coordinator

Hours: This position is paid hourly. The position is contingent upon successful completion of background check.

- 1) Hours will vary each month dependent upon Childcare needs
- 2) There is no guarantee of the number of hours.

Purpose: To provide supervision and care in a welcoming, loving, engaging and safe manner for infants and children whose adult family members are attending services or other AUMC events.

Position Requirements:

- 1) **Previous childcare experience**
- 2) **Welcoming and caring attitude**

Duties and Responsibilities:

- 1) Sign in/out on timesheet.
- 2) Greet family members and children at the nursery door. Make family members feel comfortable about leaving their children in the nursery by:
 - a) Introduce yourself and ask if they have been here before.
 - b) Ask them their names and their child's name and welcome the child and tell the parents you're glad they are here.
 - c) Have parent/adult family member leave contact number so we can text as necessary.
 - d) Ask about a diaper bag, special instructions, allergies or activities the child enjoys.
- 3) Have family members sign in/out their children.
- 4) When children are present, childcare workers should engage with the children.
- 5) During work time, please limit the use of cell phones to communicating with parents of children you are currently caring for and emergencies.
- 6) After all children have been picked up, make sure all toys, etc. have been cleaned, sanitized and put away.
- 7) Return chairs/swing/crib to storage location.
- 8) Update hours online for monthly payroll timecards.

Safety & Training:

- 1) Know and be able to implement evacuation procedures.
- 2) Watch over children and assist them with their play – i.e. have them use age-appropriate toys and equipment.
- 3) Required Certifications & Trainings (Paid by AUMC):
 - First Aid Certification (current)
 - CPR Training Certification (current)
 - Safe Gatherings Training (current)

Arvada United Methodist Church is a progressive church rooted in suburban Arvada, Colorado. As progressive Christians, we exist because ALL people matter to God and to our church. We experience and share God's wide table of grace as we follow Jesus Christ through practices of curious learning, honest relationships, courageous outreach, wonder-filled worship, and sacrificial generosity.