

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)

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