

# KIDS

## AT BURNT HICKORY

### Position Description: Acorn Club/Childcare Representative

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Reports to: BHBC Kids Childcare Coordinator

Position: Part-time, non-exempt, hourly

Objective: To provide the church childcare during Wednesday nights, weekday Bible studies and aerobics, and special events. To provide for the safety and quality teaching during these activities.

#### Description:

- Follow all policies and procedures developed for the Childcare Program.
- Arrive 15 minutes before session begins.
- Show the love of Jesus to each child and parent as they minister.
- Engage with children in your care and ensure they are cared for properly.
- Teach provided curriculum (Bible story time, music, crafts, other related activities) during each session.
- Ensure that resources are available to support the lesson.
- Maintain a positive attitude.
- Greet parent and children in a warm and friendly manner.
- Interact with children at all times.
- Regularly review the Childcare Training Manual and Policy/Procedures to ensure compliance.
- Report and document any injury to a child. Childcare Coordinator will furnish documentation to complete.
- If suspected child abuse/neglect, report to Childcare Coordinator.
- Attend childcare representative quarterly meetings and trainings.
- Have current CPR certification. (Should have CPR certification within 90 days of employment. BHBC Kids offers a class annually for staff.)
- Ensure that rooms, toys, equipment, etc. is clean and in good working order prior to the start of each session.
- Clean and disinfect rooms, toys, equipment, etc. at the end of each session.
- Check to make sure that cabinet is stocked with all necessary cleaning and changing items at the end of each session.
- Report any broken or damaged items in classroom to Childcare Coordinator.

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The position is part-time, hourly and is not to exceed 25 hours per week. The schedule and number of hours fluctuate depending on season, ministry needs and a variety of other factors. For this reason, the position is also not considered permanent. Hours are typically M-F mornings, W-TH evenings and Friday, Saturday or Sunday evenings for special events.