

**JOB  
DESCRIPTION**

## Acorn Club/Childcare Representative

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

Reports to: *BHBC Kids Childcare Coordinator*

- ◆ 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 i.e. Bible story time, music, crafts and 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 document for completion.
- ◆ 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.

This position is hourly, seasonal and considered “temporary” in nature. Schedules/# of hours fluctuate depending on season, ministry needs and a variety of other factors. Position is temporary, part-time not to exceed 25 hours per week. Hours are typically M-F mornings, W-TH evenings and Friday, Saturday, or Sunday evenings for special events.

