



# THE UNITARIAN UNIVERSALIST CHURCH OF THE SOUTH HILLS

## Job Description: Childcare Provider

The Unitarian Universalist Church of the South Hills (UUCSH) welcomes and supports families with young children. In order to facilitate the participation of parents in church activities, our caregivers will provide childcare in accord with the guidelines outlined below. Our mission is to create a safe, nurturing, welcoming and engaging environment for children while their parents or guardians are participating in church meetings, services, programs, or events.

Hours: Sunday mornings, 8:30 a.m. - 12:15 p.m. (September through May), and other hours as scheduled by the Board of Trustees or the Director of Religious Education. Summer hours will be adjusted according to the needs of the church, currently 10 a.m. - 12:30 p.m. (June through August).

Goal: Provide a safe, nurturing, welcoming, and engaging environment for children up to age four during religious education and worship on Sunday mornings, or any children needing supervision at other times.

Statement of Accountability: Caregivers report to the Director of Religious Education.

### Tasks:

- A. Open and set up the nursery (i.e., take chairs off the table, check for cleanliness, set out sign-in sheets, organize activity areas). Ensure the absence of any hazards.
- B. Greet parents and children upon arrival, and particularly welcome first-time visitors. Provide overview of nursery operation, allowing parent to remain with the child until comfortable with the setting.
- C. Ensure that parents sign children in and out of the nursery and complete visitor form (after three visits, parents must complete Religious Education registration form). Consult with parents regarding the child's health history, allergies, and any other concerns regarding the child's well-being while in the care of the nursery.
- D. Ensure children have appropriate and safe toys and activities.
- E. Organize and participate in age-appropriate activities with the children, such as games, roleplaying, reading and storytelling, songs and finger plays, or simple crafts.
- F. Assist children in attaining age-appropriate skills, such as self-care, care of belongings, manners, cooperation, and engaging in community.
- G. As appropriate, assist in preparing and serving simple snacks or meals for children, and helping them clean up afterwards.
- H. Support and encourage healthy growth and development (physical, emotional, intellectual, spiritual, and social) of the individual children and the community as a whole.



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- I. Support and comply with our church's policies and procedures, a copy of which will be provided upon hire.
- J. With regard to safety and discipline, caregivers will:
  - a. Use positive language to direct or redirect children.
  - b. Refrain from physical discipline or punishment.
  - c. Maintain a space that is physically and emotionally safe for all children and caregivers.
  - d. Ensure that children in diapers or in process of potty-training remain clean and dry through the use of frequent diaper checks and potty breaks.
  - e. Communicate concerns to parents, and report something positive to the parent upon pick-up.
  - f. Report concerns, problems, accidents, or suggestions to the Director of Religious Education immediately.
  - g. Pick-up toys and clean nursery space prior to departing; report any concerns to the Director of Religious Education.

Understanding that this is a position of great responsibility within the church, caregivers will make every effort to arrive on time, work when they are scheduled, and stay until the last child has been picked up. In the event of emergency or illness which prevents work, caregivers will inform the Director of Religious Education immediately so that alternative care can be arranged.

Caregivers are expected to work cooperatively with each other and share duties equitably.

In summation, caregivers should provide a safe, nurturing, welcoming, and engaging environment for each child, and should maintain an open, friendly, and cooperative relationship with the other staff, parents, and families.

**Knowledge, Skills, and Abilities Needed:** Prior experience caring for children in a group setting, knowledge of child development, familiarity and comfort with Unitarian Universalism, Pennsylvania required clearances and compliance with the Safe Congregations Policy. CPR and First Aid certification is recommended.

**Payment:** The hour rate for this position is \$15/hour. Caregivers will keep track of their own hours on the time sheets provided and turn in their time sheets at the end of each month. Paychecks will be mailed during the first week of the next month. This is an independent contractor position and an IRS Form W-9 will be required.

UUCSH is an Equal Opportunity Employer

Please send a cover letter and resume with references to Jennifer McGlothlin, Director of Religious Education, at [dre@sunnyhill.org](mailto:dre@sunnyhill.org).