

**Childcare Worker**  
FLSA Status: Non-Exempt  
Reports to Baby Bay & Childcare Coordinator  
Grade I (\$9.90 - \$14.30 Based on experience and qualification)

#### SUMMARY OF RESPONSIBILITIES

Provides basic childcare services at NewSpring Church during weekday, weeknight and weekend services and events. This position functions in an environment designed for children.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

#### ESSENTIAL DUTIES

- Provides weekday and weeknight childcare for various ministries at NewSpring Church and early childcare before weekend services. (app. 70%)
- Provides childcare for special events and additional holiday services at NewSpring Church. (app. 20%)
- Provides childcare during weekend services as needed. (app. 10%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

#### EDUCATION/TRAINING

- A minimum of a high school diploma is required.
- CPR certificate desired, not required.

#### EXPERIENCE

- A minimum of 1 year of experience providing childcare is highly desirable.

#### REQUIRED SKILLS

- Communicate positively with staff, parents, and volunteers.
- Sound decision-making skills.
- Be able to follow directions.
- Engaging young children in play, instruction and early learning activities.
- Have compassion, empathy, and patience.

#### PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently remain in a stationary position, often standing or sitting for prolonged periods.
- Communicate verbally with others to exchange information.
- Ability to kneel or bend down to a child's eye level.
- Frequently lift, carry and move up to 35 pounds.

- Frequently observe and monitor environment from long distances.
- Quick reaction with movement.
- Frequently move self in different positions to accomplish tasks in various environments.
- Occasionally work in outdoor weather conditions.

#### WORKING CONDITIONS

- 95% inside, 5% outside