



Dublin Street United Church Childcare Worker Job Description

Position Summary:

Dublin Street United Church highly values its children and youth and envisions the family and youth ministry to be a continuum of programs and activities from infancy through to post secondary. Childcare is part of the Sunday School Program which falls under the responsibility of the Faith Development Committee. The role of the Childcare Worker is to make children and their families feel welcome and provide a caring environment for infants and toddlers.

Responsibilities:

- Provide a safe and developmentally appropriate program for children infant to age 3 (during the service, and up to age 5+ outside worship hours) in partnership with the nursery volunteers.
- Welcome parents, guardians and children to the nursery and introduce them to the other families present in the nursery.
- Offer a tour of the facilities including the washrooms, changing area and toy shelf to parents who wish to remain with their children.
- Sign children into and out of the nursery and establish who is permitted to pick-up the child(ren) after the worship service.
- Ensure children are safe and supervised at all times.
- Ensure cleanliness of nursery equipment and toys.
- Work cooperatively with volunteers who assist with providing childcare.
- A police vulnerable sector check must be provided to the Ministry and Personnel Committee.
- Be at least 18 years of age

Skills, Interest, and Talents Required:

- Knowledge of age and developmentally appropriate activities, games, and toys.
- Effective verbal and listening skills.
- Possess sensitivity to children with emotional, mental, and physical challenges.
- Ability to create a welcoming environment.
- Sincere interest in encouraging the child's faith development and introduction into the Sunday School program.

Training and Orientation:

- Training will be provided on Childcare Centre procedures, the Dublin Tender Trust Policy (procedures for keeping vulnerable individuals safe), Accessibilities for Ontarions with Disabilities Act – Customer Service Standard, and Bill 168 – Violence and Harassment in the Workplace.

Hours:

- Working hours are 4 hours per week on Sunday from 9:00 am – 1:00 pm which includes set up time, clean up time and some time for planning/programming.

- The contract runs from September – June.
- Occasional banked hours may be transferred to provide childcare for congregational events such as the Annual General Meeting and Christmas Childcare.

Remuneration

- Minimum wage will be offered for this position.

Supervision:

- Supervision will be shared between the Faith Development Committee and Ministry and Personnel Committee.