

JOB DESCRIPTION FOR PAID CAREGIVERS River Road Presbyterian Church (RRPC)

**Childcare Hours: Sunday Mornings 8:30 a.m. – 12:30 p.m.
Availability for All Sundays Preferred; Minimum of 2 Sundays per Month**

Candidate Requirements

- basic understanding and love for infants and young children
- good physical health
- dependability
- ability to communicate with parents about their volunteer role and/or their children
- ability to help young children feel a sense of belonging and acceptance in the RRPC faith community
- willingness and ability to share the Christian faith through planned Church School lessons (Bible story and related activities)

General Responsibilities:

1. Plan to be present in time to have your room set up and be ready to greet first arrivals. Room set up might include the following:
 - Appropriate toys set out
 - Clean sheets on cribs for infants
 - Name tags
 - Sign-in sheet at the door for parents
 - Snacks secured and located on appropriate shelf in your room
 - Teaching materials gathered
 - Class roll book and attendance sheets ready to be completed
2. Caregivers are encouraged to wear casual, comfortable, yet modest clothing, appropriate for playing with young children at church.
3. Become very familiar with the information and suggestions given in the Childcare Handbook.
4. Orient parent and youth volunteers as necessary and let them know how to help you. Ask all volunteers to wear a name tag.
5. Greet parents and children as they arrive. Fill in registration information for new children. Place a name tag on each child (and mark diaper bags in Crib Room). Make sure all parents complete the sign-in sheet.

Personnel Policies:

1. Hourly compensation for caregivers is determined with each individual and the Personnel Ministry of RRPC. Employees are paid on the 15th and the last day of each month or the closest weekday if those dates fall on a weekend or holiday. Compensation is paid through Direct Deposit.
2. You will only be paid for the hours scheduled to work. Please do not arrive or stay later than those hours listed unless you have prior approval. Any hours not approved will be assumed to be volunteer hours instead of compensated hours.
3. When you are planning not to be present on a scheduled Sunday, let the caregiver supervisor know as soon as possible so that a substitute may be secured well in advance of your absence.
4. In the event of a last-minute emergency, you are requested to call the caregiver supervisor as soon as you know you will not be able to be with us. It is imperative that you let someone know that you will not be coming!
5. All caregivers are subject to background checks and compliance with other church employee policies, including a policy on sexual misconduct.

updated August 2023