



Job Description

Position:	Childcare Specialist
Reports to:	Childcare Coordinator
Consults with:	Associate Pastor for Spiritual Formation
Status:	Part-time, 3-6 hours/week
Salary:	\$18-20/hour, paid monthly by direct deposit

Job Summary:

Our childcare providers are here to provide a safe, loving place for children to play and learn while their families are participating in church services or meetings. Because you are often a first point of contact for both members and visitors, it is necessary to provide a friendly and welcoming presence to each of the people you encounter.

Essential functions of the job:

- **Qualifications:**
 - Reliable, responsible, and consistent presence, with commitment to complete the summer season and possibility to continue for entire program/school year.
 - Flexibility in adjusting to COVID guidelines to keep children safe and healthy when in our care.
 - Comfortable being in a progressive Christian environment.
 - Experience with and enthusiasm for working with children and families.
 - Knowledge of (or willingness to learn) child-centered, experience-based learning methods.
 - Successful completion of background check (to be handled and paid for by Hamline Church).
 - CPR/First Aid certification and/or willingness to complete a course (paid for by Hamline Church).
- **Weekly Duties:** *Sunday mornings and other times as scheduled*
 - On **Sunday** mornings (9:00am-11:30 or as needed)
 - Open and prepare Frolic Room
 - Teach and care for children during worship service
 - Close up Frolic Room
 - Update the Director of Student Ministries regularly with any concerns
 - On **Wednesday** evenings (5:15p-8:00p)
 - Set up physical space
 - Welcome children and engage them in the space
 - Help with transitions as some children leave and others stay as they move through their Wednesday night activities (choir, etc.)
 - Clean up space when children have been picked up
 - Communicate with Director of Student Ministries about any concerns.
- **Other Information:**
 - Provide childcare for other meetings or special events on an as-needed basis, as you are available.
 - Provide two weeks' notice if you will be out so that we can find a replacement.
 - If you are ill, please notify the church office by 8:00am on Sundays and noon on Wednesdays. Emergency absences will be handled on a case-by-case basis.

Contact Associate Pastor of Spiritual Formation, Heather Grantham (hgrantham@hamlinechurch.org) with questions, and send a resume along with description of applicable experience to apply.