



First Presbyterian Church  
Bakersfield, California  
**Position Description**

**Position Title: Childcare Worker**

(rev. 4/21)

*(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)*

**Basic Foundation:**

To ensure that ministry goals are attained, by working within the ministry plan established by the Christian Education Committee.

**Nature and Scope of Responsibilities:**

Under the direction of the Early Childhood Coordinator and the Director of Children's Ministries this person is responsible for the care of children during Sunday mornings, Wednesday evenings and special events. The care includes treating the children in a safe, loving, Christ centered manner in order to move children along their journey of Knowing Christ, Loving One Another, and Blessing the World.

**Responsibilities:**

1. Is dependable in attendance and punctuality.
2. Keeps classrooms clean, safe and sanitary as per policy manual. Alerts Early Childhood Coordinator of any safety or health concerns.
3. Ensures that the children being cared for are experiencing a well rounded, safe, positive experience by teaching Bible stories, communicating love and having fun.
4. Uses music, creative play, books, and other age appropriate activities with the children each week.
5. Attends planning meetings, childcare training, and cleaning days as assigned.
6. Listens to instructions from parents and gives a report on each child to parents at pick up time. Keeps sensitive information confidential.
7. Diligent in following childcare policies, health and safety rules, adult-child ratios, and hourly regulations.
8. Takes appropriate coffee breaks and lunch breaks as instructed in the Employee Handbook.
9. Uses the automated time keeping system accurately.
10. Communicates clearly with other childcare workers, Early Childhood Coordinator, parents and volunteers.
11. Is helpful in assisting in the classroom as needs arise.
12. Other duties as assigned by management.



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**Qualifications:**

1. Personal faith in Jesus Christ and a willingness to teach this faith to the children at First Pres.
2. Must be at least 16 years of age.
3. Able to provide references and be able to pass fingerprinting and background check.
4. Love for children and experience caring for children.
5. Dependable and responsible.
6. Willing to get actively involved with the children in age-appropriate activities.
7. Able to provide own transportation and can give ample notice for any absence or tardiness.
8. First Aid and CPR certification, if possible, or willingness to become certified.
9. Demonstrates excellent interpersonal skills, especially dealing with parents and other staff members in a professional manner.
10. Agreement with Confessions of Faith of the Evangelical Presbyterian Church and in support of the staff and elders of FPB.
11. Must wear appropriate, modest clothing as well as a First Pres smock or apron (provided by FirstPres) while on duty.

**Other:**

This position is a part-time support staff position and does not qualify for any benefits, sick days, vacation days, or holidays.