

PURPOSE OF POSITION

To serve and engage the church in providing a safe and educational environment for the children of WFHC.

RESPONSIBILITIES

- Oversee the afternoon activities of the children at WFHC.
- Ability to care for and work with children from birth to preschool.
- Communicate with the Childcare Director about specific needs/goals for individual children
- Communicate with the moms of the children with any concerns or issues.
- Maintain a clean and safe facility for the children of WFHC.
- Responsible for the performance and safety of all volunteers, residents and community service workers assisting in childcare.
- Work with the Kitchen Manager to provide a healthy afternoon snack for the children.
- Communicate to the Childcare Director any issues pertaining to personnel and equipment.

ORGANIZATIONAL RELATIONSHIPS

The Afternoon Childcare Worker reports directly to the Childcare Director and the WFHC Director, and works alongside the Kitchen Manager.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized, and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Knowledge of proper childcare requirements.
- Requires the physical ability to lift a minimum of 30 lbs.
- A servant's conduct.

HOURS

Monday - Friday, 1:00pm - 5:30pm