

***Advent United Methodist Church***  
**ADVENTure Kids**  
**Classroom Child Caregiver Position Description**

**Position purpose:**

To provide a safe and friendly environment for the direct care of children participating in the ADVENTure Kids (Parent's Day Out) Program for ages 18 months to 5 years/pre-kindergarten (up to but not through kindergarten).

**Reporting functions:**

The ADVENTure Kids Child Caregiver reports to the ADVENTure Kids Director who reports to the Minister of Faith Formation (MFF) for administrative and spiritual concerns and to the Staff Parish Relations Committee for personnel and compensation matters.

**Responsibilities:**

Responsibilities include but are not limited to:

- Implement developmentally appropriate early childhood practices regarding health/safety, play, discipline, and problem solving.
- Use and follow the provided curriculum
- Form a warm relationship with each child and provide a safe environment for learning in a faith-based way.
- Establish and maintain a positive rapport with parents, children, fellow caregivers and the director.
- Lead children in games, activities, songs and chapel time.
- Assist children with snack time, lunchtime and bathroom (or diaper changing) needs.
- Write notes and letters to parents regarding upcoming events.
- Clean the classroom at the end of the day and organize supplies in the room.
- Attend ADVENTure Kids staff meetings on a quarterly basis.
- Read and follow the Advent UMC Safe Sanctuaries Policy and Appendix C as it relates to ADVENTure Kids

**Qualifications:**

- Working knowledge and experience in Early Childhood Development preferred.
- Patience in caring for children as well as ability to lead children in a fun manner.
- Positive, healthy communication skills.
- Basic organizational skills to keep classroom neat.
- CPR trained (if not already certified, training will be provided).
- Ability to lift 30 pounds frequently

**Compensation:**

- ADVENTure Kids Child Caregiver is a part time position without benefits. The position will be reevaluated at the end of each year.
- This is a part-time hourly position. Hours: 9:15 am to 2:15 pm - 5 hour workday per day on scheduled class days only September through May.

*Adopted by Advent United Methodist Church Staff Parish Relations Committee on March 19, 2018.*