



## **JOB DESCRIPTION**

**POSITION:** Childcare Worker

**DIRECT REPORT:** Children's Campus Ministry Director

### **PURPOSE:**

Care for children during meetings or special events associated with a specific department, *held on church property*. Department approval is required prior to each function for which childcare is to be paid.

*This position does not apply to church wide events, meetings, conferences, functions or services. ONE\*s children's ministry oversees all childcare for church wide functions and staffing for these events are on a volunteer basis.*

**PART TIME / FULL TIME:** Part time / Minimum Wage

**PERMENANT/ TEMPORARY:** Temporary

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- 1 Care for the needs and safety of children during special department events or meetings held on church property.
2. Abide by all childcare policies and procedures developed by the Children's Ministry department of ONE\*
3. Complete Time Sheet for each meeting/event.

**EDUCATIONAL REQUIREMENTS:** None

**ADDITIONAL QUALIFICATIONS:** Must be at least 16 years old. Background check required. Work well with children and parents.

**WORK SCHEDULE:** 1-4 hours per meeting/event. Childcare is paid only for meetings/events preapproved by the department head.