

# Sample Childcare Worker Position Description

*\*This is a sample form. Please tailor your congregation's form to comply with your congregation's Safe Sanctuaries policies.*

**Position:** Childcare work in the church nursery

**Reports to:** Nursery supervisor/coordinator

## **General qualifications required:**

1. All childcare staff members shall be of good character and be of the Christian faith.
2. All childcare staff members shall
  - a. Be physically, mentally, and emotionally healthy.
  - b. Have a basic understanding of children and their needs.
  - c. Be adaptive to a variety of situations.
  - d. Be willing to grow in their knowledge of children through periodic education and training events.
3. All childcare staff members shall have a physician's report stating that the staff member is in good health and has presented the result of a current tuberculin skin test.
4. \_\_\_\_\_ hires without regard to race, sex, or national origin.

## **Educational qualifications required:**

1. All childcare staff members shall have completed the equivalent of a high school diploma.

## **Duties of childcare staff member:**

1. Provide physical, emotional, and intellectual support and stimulation to each child in your care, as appropriate for the circumstances.
2. Provide appropriate guidance to each child in your care.
3. Develop a relationship of trust and continuity with the children in your care, which will enhance each child's development of a positive self-image.
4. Provide support and assistance to parents when they arrive with their child.

**Performance expectations of a childcare staff member:**

1. Be punctual. Notify the nursery supervisor in advance if you must be late.
2. Be dependable in your attendance. Notify the nursery supervisor in advance if you must be absent.
3. Attend periodic training and education events provided by the church.
4. Be polite, friendly, and courteous to others, both children and adults.
5. Do not engage in physical punishment or discipline of any child.
6. Cooperate with other childcare staff and with parents.
7. Abide by and apply the childcare policies of \_\_\_\_\_ at all times.

I have read the position description for childcare staff members at \_\_\_\_\_  
and understand its contents. My signature below indicates my agreement and covenant to abide by  
the requirements set forth above.

---

Signature of Applicant

Date