

## WEST CONCORD UNION CHURCH

Job Description: Childcare Assistant

*July 2022*

The Childcare Assistant supports the Children's Ministry program by providing Nursery care for children ages 4 and younger on Sunday mornings during worship or assisting in one of our Sunday School classrooms.

**Hours & Expectations:** Childcare Assistants work from 9:30am-11:00am on assigned Sunday mornings. Additional hours may become available for after-church meetings that require childcare. This position is usually shared among several people with the expectation that you are available at least one Sunday/month.

**Pay Rate:** The pay rate is \$16 per hour. Sunday mornings would be \$24.

**Reporting Relationship:** The Childcare Assistant reports to the Director of Children's Ministries.

### **Essential Functions:**

1. Set up our Nursery space with activities (already provided); ensure space is safe and inviting for young children
2. Welcome and care for any children attending the Nursery; take attendance
3. Check in with Director of Children's Ministries if no children are present in nursery to be assigned to help in a classroom
4. Clean up and reset Nursery space, and/or assist Sunday School teachers in clean up
5. Comply with Safe Conduct Policy and all other applicable church policies.

### **Core Competencies:**

1. Enthusiasm for working with children!
2. Comfort interacting with adults: maintain a warm and welcoming environment for families and feel comfortable speaking to parents
3. Responsible and independent: must be punctual, able to initiate a schedule switch with another Childcare Assistant if a scheduling conflict arises, set up and clean up independently, and check in regularly with Director of Children's Ministries if needs or questions arise
4. Flexible worker: able to pivot between Nursery and Sunday School classroom to assist as needed
5. Respectful of all community members, including folks of diverse identities and expressions (gender, race, culture, sexuality, ability, and more).

**Who we are:** WCUC is an inclusive, creative Christian community that empowers spiritual renewal and community engagement. We offer a warm welcome to folks of all identities, expressions, and abilities. Our Children's Ministries program is designed to engage kids' hearts and minds with stories, questions, movement, arts, and more. We meet children and families where they are and invite them to connect and explore. WCUC is located at 1317 Main Street in West Concord, MA. We are within short walking distance of the commuter rail and located just off Route 2 for easy access by car. Learn more about our community at: [WestConcordUnionChurch.org](http://WestConcordUnionChurch.org).

**How to Apply:** Please fill out the form on the opposite side and return to our office by email ([wcuc.office@gmail.com](mailto:wcuc.office@gmail.com)) or by mail (1317 Main Street, Concord, MA 01742). Please respond ASAP or by October 15<sup>th</sup>. Call 978-369-6309 with questions.

West Concord Union Church  
Childcare Assistant Application

Name:

Birthdate:

Address:

Home Phone:

Cell Phone (if any):

Email:

Name of a Parent or Guardian we can contact:

Parent/Guardian phone and email:

**Please tell us why you are interested in this position:**

**Please tell us about any training or experience you have in caring for young children:**

**Please list two references who can support your application:**

1. Name:

Phone:

2. Name:

Phone:

**Please tell us how often you would be able to work:**

- Twice a month or more often
- Once a month
- Only on individual dates, as scheduled

**Are there any other considerations or restrictions to your work schedule?**

*Thank you for your application!*