

Childcare Provider Position Description

Unitarian Church of Harrisburg

Position: Childcare provider at Unitarian Church of Harrisburg 1280 Clover Lane and 1508 Market Street churches

Reports to: Trish Brandon, Director of Religious Growth and Learning

General qualifications required

1. All childcare providers shall be of good character.
2. Childcare providers must be reliable, cheerful and have a friendly nature
3. All childcare providers shall
 - a. be physically, mentally, and emotionally healthy, or managed by physician
 - b. have a basic understanding of infants, children and their needs.
 - c. be adaptive to a variety of situations.
 - d. be physically able to perform the tasks of childcare in a church setting.
 - e. have good communication skills; be able to comfortably and clearly speak to adults
4. Childcare providers shall pass State Police and DPW background checks done by UCH.
5. The Unitarian Church of Harrisburg hires without regard to race, creed, national origin or sexual orientation.

Educational qualifications required

Preference may be given to childcare providers who have completed the equivalent of a high school diploma.

Duties of childcare provider

1. Provide physical, emotional, and intellectual support, safety and stimulation to each child in your care, as appropriate for the circumstances.
 - a. Actively engage with the children.
 - b. Attention should be directed to the children and provider responsibilities.
 - i. No cell phone usage, socializing with friends or reading personal material
2. Provide appropriate guidance to each child in your care.
3. Develop a relationship of trust and continuity with the children and parents or guardians.
4. Promote conditions that will enhance each child's development of positive self images.
 - a. Promote sharing, taking turns,
 - b. Use positive language about what is appropriate, desirable behavior, rather than what is inappropriate.
5. Provide a friendly, welcoming and supportive presence to adults when they arrive and depart with children.
 - a. Warmly welcome adults and children as they arrive making introductions as necessary
 - b. Request adults of new children fill out a visitor form and file completed form
 - c. Discuss food allergies if any and verify that new children may have the snack planned for the morning or find out what the child may have.
 - d. If a child is expected to cry after separation take note of adult so that person can be located within the sanctuary and asked to leave the service if the child can't be consoled.
6. Maintain a safe, clean, orderly and welcoming environment. Work at tasks to maintain

organized and clean environment is expected during slow periods.

- a. Sort toys and remove anything inappropriate weekly
 - b. Keep toys and equipment clean
 - c. Sanitize toys babies use after each use
7. Seek assistance when needed. Report any incidents, injuries or concerns to the DRE immediately.
- a. If DRE is not available, complete an incident report and verbally report incident by phone to DRE.
 - b. If there is insufficient supervision childcare providers should seek assistance from DRE.
 - i. If DRE is not present, ask a parent who has attended more than a year who is dropping off a child to stay to help or find someone to help. For safety only screened, approved childcare providers may change diapers, take children to the bathroom or be alone with children.
8. Talk to the DRE or a church representative about any problems, concerns or suggestions that arise.

Performance expectations of a child care provider

1. Be punctual. Notify the DRE in advance if you must be late or absent.
2. Be reliable in your attendance. Notify the DRE 24 hours in advance if you must be absent or ASAP if sick. Leave message for DRE at church, 564-4761 anytime
3. Be polite, energetic, friendly, and courteous to others, both children and adults.
4. Do not engage in physical punishment/discipline of any child.
5. Cooperate with other childcare providers and with parents.
6. Record attendance for all childcare events.
7. Abide by and apply the childcare procedures of the Unitarian Church of Harrisburg at all times.
8. Only people involved in providing or receiving childcare are permitted in the preschool/nursery.
 - a. In consideration of space and safety, friends of childcare providers, paid or volunteer, should not be in the room.

Schedule Expectations

1. Provide childcare at church three or four Sundays a month.
 - a. Schedule in cooperation with other staff to work at least half of the holiday Sundays or holiday weekends off a year
 - i. Holidays include: Labor Day, the Sundays after Thanksgiving, Christmas and New Year's, Christmas Eve services, President's Day, MLK Day, Easter, Mother's Day, Memorial Day and the Sunday of the official July 4th holiday.
2. Provide childcare at the 1280 Clover Lane and/or 1508 Market St church as requested.
3. April 2011 – May 2011 -9:15 to 12:30; Memorial Day through Labor Day 9:45 to 11:30; September 2011 through May 2012 - 8:45 to 10:30 at Clover Lane church and 10:45 to 12:30 at Market Street church

Compensation

1. Starting rate of pay is \$12 an hour for Sunday childcare.
2. Pay is issued through Paychex monthly

Child Care Provider Application

Please mail completed application to:

Unitarian Church of Harrisburg - Childcare
1280 Clover Lane
Harrisburg, PA 17113

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone # and best time to call _____

EXPERIENCE

Please describe your experience involving working with infants through 4 year olds.

EDUCATION BACKGROUND

Name & Location	Dates Attended	Diploma, Degree Major Field or Certificate of Study
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High School _____

Post High School _____

LEGAL

Are you a US citizen? _____

If no, do you have a legal right and necessary documents to work in the U.S.? _____

Have you ever been convicted of a crime other than a minor traffic violation? _____

If yes, please explain offense and final disposition: _____

Have you ever been discharged by an employer? _____

If yes, give name of employer and date of discharge _____

Reason for discharge _____

REFERENCES

Please list two references who are not related to you, at least one of whom has seen you interact with children. Please include name, phone number, and best time to call.

Please provide additional information you consider pertinent to your application for employment (including unique skills, talents, honors, etc.)

Are you interested in being asked to consider providing childcare for special events or classes? Most are held on weekday evenings and Saturdays. The rate of pay is \$9 an hour.
