

POSITION DESCRIPTION
SUNDAY MORNING ACTIVITY TIME CAREGIVER

Kennewick First United Methodist Church

STATUS: Part-time

HOURS: ~1.5 hours each Sunday plus special events when childcare is needed

BENEFITS: Per adopted Employee Personnel Policy (paid sick leave)

RATE OF PAY: Washington State Minimum Wage

General Purpose of Position:

To build young disciples for Christ by caring for them and providing a safe environment for them during the worship service and other special church services as needed and agreed upon.

Organizational Relationship and Supervision:

The Activity Time Caregiver reports to the Congregational Care and Outreach Assistant.

Responsibilities/Qualifications of the Activity Time Caregiver include:

1. Completing a background check and all the necessary training.
2. Must read, understand, follow and implement the KFUMC *Youth and Children Safe Church Policy*.
3. Preparing a lesson plan consisting of a story, activity page or craft, and prayer for each session. Play time (including movie watching) is wonderful after the lesson is completed.
4. Preparing the room to be safe, tidy, inviting and have necessary supplies available from the Education office prior to worship.
5. Being in the sanctuary for the beginning of worship, sitting with children during "Time with Young Disciples," and then escorting them to the activity time area.
6. Insuring door is locked during activity time.
7. Staying in the childcare area during the entire activity or worship service unless excused by the Sunday School Superintendent, Youth Director, Pastor or head of the event for which you have been secured.
8. Leaving the room clean, neat, and in good condition after serving.
9. Being knowledgeable on location of the nearest first aid kit and fire extinguisher and being able to administer basic first aid and CPR. Having familiarity with location of facility phones in case of a major emergency to place 911 call.
10. Ability to implement emergency drills and procedures.
11. Turning in hours worked to Bookkeeper to be paid.
12. Notifying the Congregational Care and Outreach Assistant at least one week in advance of an absence.
13. Must be over 16 years of age to care for children who are 18 months or older.
14. Must be dependable, friendly, enthusiastic, creative, and organized while having the ability to work with other caregivers and relating well with children.

Please forward your application to:

Kennewick First United Methodist Church

Cynthia Bement

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Kennewick, WA 99336

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