

# First Baptist Church of San Antonio

## Position Description

**Title:** Preschool/Childcare Employee

**Summary:** The Preschool/Childcare employee will assist with childcare needs. Prepare a welcoming Christian environment for our youngest members to feel safe when in our rooms. Communicate with parents and teach our children God's love.

### **Expectations and Responsibilities:**

Work under the direction of the Preschool/ Children Minister or Associate.

Lead children in spiritual formation as disciples of Jesus Christ.

Provide encouragement and care to each of our children.

Represent the Lord and First Baptist Church.

Hours will vary week to week

Go through application and screening process.

Arrive on time and prepared for the day.

Dress appropriately and comfortable to be able to interact with the children.

Main responsibility is all toileting/diaper changing in your room and the maintaining of diaper/toileting sheets to give to the parents at pick-up time.

Share responsibilities in your room including, but not limited to, setting up and cleaning the room, both prior and after each teaching session.

Assist teacher when lesson is given by helping to settle children down into a listening environment.

Communicate with classroom teachers. You are part of a team.

Follow all preschool Policies and Procedures including but not limited to policies concerning health, hygiene, room cleaning procedure, safety and security.

Scheduling for employees for upcoming events will be on an as needed basis.

Employees are not guaranteed a set schedule or specific number of hours of work in any given week.

Infractions will be given if these policy and procedures are not followed.

After 3 infractions you may no longer be scheduled to work in the Preschool

### **Qualifications**

Childcare experience needed

CPR/First Aid training preferred