



FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST), CHATTANOOGA, TN

We, the people of First Christian Church, experience God's welcoming love through Jesus Christ and affirm the worth, dignity, and gifts of all people. As Disciples of Christ, we seek God's wholeness in a fragmented world by proclaiming the inclusive message of Jesus and practicing unity through shared worship, community service, and open dialogue. We host the table as Christ did, offering a wide welcome to membership and full participation in the ministries of the church to people of all sexual orientations, gender identities, races, ethnicities, nationalities, disabilities, family structures, backgrounds, economic circumstances, and theological and political perspectives. We nurture the Spirit of justice in our life and ministry in Chattanooga by working to embody God's love, peace, and hope.

JOB DESCRIPTION FOR FCC CHILD CARE SUPERVISOR

PURPOSE OF POSITION:

Oversee and provide for the physical and spiritual health and safety of children during Sunday School, worship, and at various other church functions as needed.

RESPONSIBILITIES/EXPECTATIONS:

In addition to the responsibilities for all child care staff (below), the supervisor will:

- Oversee and direct the duties of child care staff and volunteers,
- Monitor inventory of supplies and notify associate pastor of needs,
- Coordinate with associate pastor on nursery schedule and arrange for substitutes as needed,
- Assist in hiring and evaluation of child care staff.

Responsibilities of Child Care Staff:

1. Present a friendly, inviting, and competent attitude to parents and children as children arrive for care. Parents should feel confident that their children will be cared for by loving and experienced staff and that children will feel welcome and well cared for.
2. Ensure parents have provided accurate and up to date information and contact forms.
3. Provide age-appropriate care, play, and faith formation opportunities for children (nursery—simple Bible story books; preschool, use provided lesson plans)
4. Organize rooms prior to the arrival of children and clean up after their departure.
5. Care for children by providing necessary assistance in use of toilet, diaper changing, washing hands, providing snacks, feeding babies, and ensuring general safety.
6. Administer first aid and/or CPR in case of emergencies.
7. Exercise good judgment and be fully engaged and present while on site (cell phone usage should be limited to communicating with parents.)

THE IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS:

1. Experience and/or education in early childhood development,
2. Ability to communicate clearly and directly with other staff,
3. Willingness to see the big picture of the child care needs and suggest changes as needed.

AMOUNT OF TIME REQUIRED:

On Sunday mornings arrive at 9:30 AM and be on duty through 12:30 PM or until the room is cleaned and toys stored. At other functions, arrive 15 minutes prior to start and be on duty through 15 minutes past ending or until the room is cleaned and toys stored. Most functions would last 1 to 2 hours. Extra hours: Christmas Eve, Maundy Thursday, Good Friday and other special events and meetings. Approximately 4-5 hours/week. Two Sundays off a year to be approved ahead of time by the Associate Pastor. Hourly pay rate at \$20/hr.

Seeking God's Wholeness. Expanding Christ's Table. Nurturing a Spirit of Justice

TRAINING PROVIDED:

Infant/child/adult CPR and First Aid certification is required for this position. Certification should be completed within 3 months of employment. FCC will pay for one half of First Aid and CPR training with the remaining one half refunded if the applicant is still employed by FCC after one year.

HEALTH & SAFETY REQUIREMENT:

All child care staff must provide proof that they are vaccinated against COVID-19.
All child care staff must abide by the current safety protocols as determined by the Board, including successfully completing a criminal background check and wearing a mask with children five and under.

RESPONSIBLE TO:

First Christian Church Personnel Committee and Associate Pastor (Direct Supervisor)

SUPPORT PROVIDED:

Job performance review with Associate Pastor annually.

Qualified candidates should submit an application to tricia@firstchristian-chat.com.