

**Congregation / Organization and City**

St. Martin's Episcopal Church Houston, TX

**Position Seeking**

Child Caregiver

**Job Description**

St. Martin's Episcopal Church, the nation's largest Episcopal Church, is seeking to fill the position of Caregiver. This position provides childcare during worship services for children 6 weeks – 3 years of age. Candidates must have a welcoming and friendly demeanor, the ability to communicate with staff in English, and be committed to the Mission and Core Values of St. Martin's Episcopal Church.

**Essential Functions**

- Provide childcare for worship services, weekday programs, activities and special events as assigned by the Preschool Ministries Coordinator.
- Prepare childcare rooms at the beginning of each session by checking for dangers or hazards. Set up each shift with age-appropriate toys, books in good repair and Sunday school lesson.
- Greet parents and children upon their arrival and departure while overseeing the check in procedure in a professional and friendly manner.
- Actively engage in age-appropriate activity with children by reading books, doing puzzles, playing indoor/outdoor games, etc., while being at the child's eye level and using a soothing tone of voice.
- Assist classrooms as needed by the Preschool Ministries Coordinator.
- Assist in the organization and cleanliness of the environment by routinely picking up during and at the end of each session. This includes disinfecting toys and other material used.
- Communicate issues, problems or supply needs to the Preschool Ministries Coordinator. This includes reporting attendance issues, time-off requests and other related matters in a timely manner.
- Attend policy and procedure training, as well as annual update training; to include following health, safety and first-aid procedures as outlined in the Handbook for Child Care.
- Be attentive to the physical needs of each child and contact parent if there are visible signs of sickness or if an emergency occurs.
- Ensure that each child's individual bag is labeled with his/her name and that all special instructions regarding feeding/napping schedules are communicated clearly between parent and caregiver.
- Be attentive to the physical and overall needs of children.

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