



Childcare Associate

First Presbyterian Church Covington, Georgia

General Function: To provide a safe, nurturing, trusting environment of care for our children from 0 – 2nd grade and to embody the love of God to the children of the church.

Essential Functions:

- Responsible for maintaining a safe environment caring for the children of the church and visitors.
- Abide by Child Protection Policy (*signature required authorizing that you have read policy)
- Work with other childcare staff and church volunteers.
- Effective communication with parents/guardians.
- Provide check-in and check-out procedures as approved by Christian Education (CE) team.
- Ensure room is cleaned following childcare session and report supplies needed to CE elder.
- Report pastoral care issues to Pastor.
- Follow all COVID-19 protocol.

Time Commitment:

- Sunday mornings 8:30am-12:15pm and/or Wednesday evenings 4:15pm-7:30pm
- Session meetings once a month
- Committee team meetings if requested
- Special events as scheduled

Employee is responsible for keeping track of hours to turn into Finance Administrator each week by turning in time sheets or emailing peni@fpccov.org.

Dress Code: Due to the nature of childcare, everyone who works (paid childcare worker and nursery volunteers) in the nursery is required to wear long pants (for ability to play on floor with children) and closed-toed shoes. FPC Aprons are strongly encouraged (provided) to be worn while in the nursery. This is helpful visible recognition for parents and children.

Compensation:

- \$14 per hour on Sunday mornings and Wednesday evenings
- \$20 minimum for meetings and special events
- 2 pay periods each month: 15th and 30th

Absences:

- Planned absences must be approved with two-week notice.
- Last minute absence: Childcare worker needs to contact Christian Education Team elder. If elder is unavailable, contact Pastor.

Qualifications:

- Experience in caring for children between the ages of 0 and 8 years old.
- Must be at least 18 years of age.
- Compliance and completion of a successful background check.

Direct Report:

Christian Education elders: Brad Phillips and Aubrey Evans

Pastor: Neeley Lane (neeley@fpccov.org)

Director of Communications and Operations: Catherine Laseter (catherine@fpccov.org)

Finance Administrator: Peni Kehoe (peni@fpccov.org)

To apply, contact Catherine Laseter (catherine@fpccov.org)