



## Job Description

**Position:** Childcare Worker, South Naperville Campus- TBD

**Reports to:** Director of CompassKids, Mina Low

**Schedule:** Part-time (Target is 2+ hours/week) / Hourly, Non-Exempt

Hours decrease dramatically for summer schedule.

### Employment

**Classification:** Worker (W)

### Position Summary:

The role of a Childcare Worker is to care for children during Event Childcare occurrences and have full responsibility over a classroom. The Childcare Worker's role is to create a safe and exciting environment where children are well cared for and can feel God's love. Under the direction of the Director of CompassKids, the Worker will work with the team with a can-do attitude and strive for the best from themselves.

### Childcare Worker Responsibilities:

- Report to work on time and when scheduled
- Abide by no cell phone usage while on duty
- Ability to lift, push or pull 25 pounds
- Ability to bend, twist, stoop, kneel, and reach
- Ability to walk independently up and down a normal flight of stairs
- Contact the Director of CompassKids as soon as possible to notify of an absence if you are sick or unable to work
- When time off is needed, it is preferred at least two weeks' notice is given
- If absenteeism is affecting your ministry team, a meeting will be scheduled with the Director of CompassKids
- No call/No show is considered a resignation of employment
- Make sure each child has a computer-generated check-in sticker upon arrival to class
- Make sure the child and parent's tags are matched before allowing the child to leave the classroom
- Follow the security process if a parent does not have their collection tag
- Two workers must be always present in the room
- Injuries must be reported immediately to the Director of CompassKids
- Follow the CompassKids safety standards for bathroom breaks and diaper changes
- Attend and participate in required training including CompassKids materials
- Motivate with a vision for developing a community where kids can process foundational truths about the Christian faith and their blossoming relationship with Jesus
- Encourage an environment where kids can build trust, safety, order, and consistency with a staff that knows them
- Other tasks as assigned by the Director of CompassKids