

**First Church in Oberlin UCC  
Childcare Staff Position**

**Hours:** Sunday morning 9:30am-12:30pm all year; one Sunday a month stay until 1:00pm to clean toys and surfaces.  
Wednesday night 6:30pm-8:00pm September- Mid May

**Projected Start Date:** Sunday, September 3<sup>rd</sup>

**Pay:** \$15.00 an hour

**Supervisor:** Director of Christian Education Programming

**Job Responsibilities:**

- Watching and interacting with children 5<sup>th</sup> grade and younger
- Ensuring children in childcare have the proper form on file
- Overseeing signing in and signing out of children in childcare
- Communicating with parents
- Following proper toileting procedures per childcare form
- Changing diapers and taking kids to the bathroom per parents wishes
- Overseeing college student helpers throughout the academic year, including being the contact person for scheduling and call off
- Cleaning nursery toys and surfaces every Sunday with a larger scale cleaning once a month
- Communicating nursery needs like diapers, wipes, gloves, etc. to designated person
- Following Safe Church Policy especially regarding suspicion of child abuse/endorsement
- Helping in hiring future college student helpers by participating in interviews
- Other duties as requested

**Qualifications:**

Candidates must have good communication skills and the ability to relate to and interact with both parents and children. They should be welcoming of all children and families and help to create an environment of safety. Preference will be given to those with previous professional experience working with children. CPR and First Aid Certification preferred. If necessary, hired staff person will be required to obtain certifications at the church's expense. Fingerprinting and background check will also be conducted at the church's expense.

**To Apply:**

Visit [www.firstchurchoberlin.org](http://www.firstchurchoberlin.org) for application and additional information being requested. Mail your application, resume, and additional resources to First Church in Oberlin UCC, Attention Brandy Bring, 106 N. Main St. Oberlin, OH 44074. Or email it all to [brandy@firstchurchoberlin.org](mailto:brandy@firstchurchoberlin.org).

Applications accepted starting August 7<sup>th</sup> until the position is filled.