

The Southern Baptist Theological Seminary



Position Description

Position Title: Childcare Worker

Department: Health and Recreation Center

Position Code: F0409

Date Prepared: 7/25/08

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Childcare Worker is responsible to the Childcare Coordinator for guiding and caring for the children in the program.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Learn appropriate techniques in education, recreation, health, fitness and safety for infants, toddlers, preschoolers, and school-aged children
- Plan and administer activities for children involved in the childcare program per the directions of the Childcare Coordinator
- Maintain a safe and healthy environment in compliance with legal obligations required for working with children
- Work assigned shifts
- Attend monthly general staff meetings
- Attend meetings called by the Childcare Coordinator

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a minimum of a high school degree.

EXPERIENCE:

The person in this position should have experience working with children.

SUPERVISION:

The person in this position will supervise children involved in the childcare program.

The person in this position will report to the Childcare Coordinator/Student Associate for Children's Programming and the Director of Health and Recreation Center.

WORK ENVIRONMENT:

The person in this position will work in a noisy environment. It will require intermittently sitting, standing or stooping while typically standing or walking. It may require lifting light objects (less than 25 lbs.).

EQUIPMENT:

The person in this position will use the following equipment: various childcare equipment.