



<b>Title: Childcare Team Member</b>	<b>Prep/Revised Date: August 2025</b>
<b>Reports To: Children's Director</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / Part-time</b>	<b>Campus: Windsor</b>

### Summary

The Childcare Team Member provides nurturing, safe, and secure care to our Timberkids, ages infant to 5<sup>th</sup> grade. This ministry is responsible for enthusiastically leading the children in their activity and worship, during story, craft, and playtime, and while reading to, and praying with the children. It's also important that the lesson and theme be presented in words the children can understand.

### Duties & Responsibilities

- Responsible for age-appropriate care which includes feeding, changing diapers, holding, sitting with, and cheerfully interacting with the children through activity, worship, games, stories, crafts, and play.
- Provide for the emotional, physical, and social needs of children while they are in our care.
- Interact with all children and positively encourage their participation in activities.
- Be polite, friendly, courteous, and maintain good communication with all children, parents, volunteers, staff.
- Remain in the classroom until all children are securely picked up.
- Straighten the room, clean, and sanitize any used items, toys, and tables before leaving.
- Abide by the *Working with Minors Policies and Procedures*.
- Communicate in advance with the Supervisor of any planned absences or changes in availability. In the event of last-minute illness, the employee must contact their supervisor by phone prior to shift so a replacement may be found.

### Skills/Qualifications

- Must be a nurturing, caring, and patient caregiver who enjoys working with children.
- Having either the American Heart Association (AHA) or the American Red Cross (ARC) CPR training and certification for infant and child is preferred.

### Education and/or Experience

- Experience in the care of children with the ability to adapt and interact with a variety of personalities and characteristics.

### Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

***To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.***

*Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.*

Position Details: Part-Time.

Hours: 3-10 hours per week, depending on weekly need. Days of week vary depending on events & services.

Compensation: Non-exempt. \$14.81 per hour.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)