

CHURCH OF THE COVENANT
67 Newbury Street, Boston, MA
www.cotcbos.org

CHILD CARE PROVIDER

Job Description

Our vibrant, creative, and progressive congregation seeks a Child Care Provider to lead childcare for infants, toddlers and children during Sunday morning activities and during other church activities, as needed. The Child Care Provider must have an understanding and appreciation of children, as well as respect for the faith and inclusive values of our Church of the Covenant (COTC) community.

Skills Needed

The primary skill is a passion for nurturing young ones and the ability to creatively and compassionately connect to and work with a variety of children. The position requires a self-starter who is dependable, takes initiative, and is responsible. An ability to communicate well and work respectfully with families, other members of the staff, congregation, and building users is essential.

Task Areas

Provide child care for children:

- Welcome children and their parents/caregivers
- Provide a warm, safe, welcoming, and creative environment for children
- Serve as the lead care provider in the nursery (although during the first few weeks you will work closely with an experienced volunteer who will help you get acclimated). A volunteer care provider (church member) will be working with you on some Sunday mornings.
- Support the children in their interactions with each other and in solving problems that arise
- Prepare a snack for the children
- Help with diapering and toileting, depending on wishes of family
- Work with parents/caregivers to help children feel welcome
- Provide child care for other occasions such as church meetings, other services, on an as needed and as available basis

Provide a clean and safe environment for children:

- Set up the child care area each week
- Clean child care area each week and take responsibility for cleanliness of toys
- Keep track of supplies and alert the Children and Youth Christian Education (CYCE) Coordinator/Committee of any needed supplies so they can replenish them
- Set up and take down the Godly Play classroom/s each week
- Report any problems to CYCE Coordinator immediately
- Follow the guidelines of the Child Safety policy

Conditions of Job:

- Sunday mornings (usually from 9:00 am until 1:00 pm in September-June and 3 hours per Sunday in summer season, as negotiated).
- Occasional other worship services or events, as negotiated
- CYCE Committee meeting once a month, usually from 12:00 to 1:00

COVID-19 Considerations:

- This position and all activities of Church of the Covenant are conducted in accordance with the decisions of COTC Council with respect to COVID-19 precautions. The Childcare Provider must be committed to working with and enforcing these precautions as part of maintaining a safe space for children.
- All staff members of COTC must be fully vaccinated. Proof of vaccination is required.
- Flexibility is essential, as our programming for Sunday mornings will be evolving as we re-emerge from online programming.
- Should the church need to revert to fully online gatherings, this position will also shift online.

Review and Reporting

Overall accountability is to the Children and Youth Christian Education Coordinator and the chair of the Children and Youth Christian Education Committee. A liaison will be named from the Personnel committee as an additional resource.

Because this job depends on reliable presence every Sunday, in the event of an absence, please contact supervisor(s) at least two weeks in advance so a substitute can be arranged. No more than 5 absences are permissible per year.

Qualifications:

- Associates Degree/Certificate in Child Care or two or more years of experience in child care
- Certified in Pediatric First Aid/CPR/AED
- CORI clearable
- Proof of COVID-19 vaccination

Compensation:

- Salary: \$15-20/hour based on experience, paid on an hourly basis, not to exceed the yearly budget approved by the Corporation.
- Social Security

Supervisor: Coordinator of Children and Youth Christian Education and chair of the CYCE Committee.

Contact: Please email Rev. Kate Carlisle a letter of interest and a resume at kate.carlisle@cotcbos.org