



Unitarian Church of Marlboro & Hudson Childcare Job Description

Position Title: Childcare Staff & Classroom Aide

Summary: The Unitarian Church of Marlboro and Hudson is looking to hire 2 Childcare Staff who will serve as classroom aides to care for our youngest children on Sunday mornings. Adults 18 and up who enjoy being around young children and are willing and able to provide a safe and nurturing environment are encouraged to apply. Babysitting/childcare experience preferred. Hours are 10 AM - 12 PM, 3 - 4 Sundays a month. Must have own transportation to and from church. If interested please email: circledre@ucmh.org with "Childcare Job Application" in the subject line.

Main Functions: Under the supervision of the Director of Religious Education (DRE), provide a safe and loving environment focusing on quality childcare and age-appropriate play and tasks during the Sunday morning services. Staff will implement classroom routines and activities as directed by the DRE; childcare staff will serve in the Nursery and/or classrooms with children ranging from infants to early elementary age.

Reports to: Director of Religious Education

Hours: Sunday mornings from 10:00 a.m. to 12:00 p.m. (including holidays) 3 - 4 times/month. Additional hours may be available to provide childcare at congregational functions as needed.

Compensation and Training: Sunday morning childcare pay is \$30; other events are \$15/hour. Training is provided, and attendance at training sessions is mandatory..

Responsibilities:

1. Implement classroom routines/activities as provided by DRE (ex. - reading stories, working on art projects, etc)
2. Maintain records of attendance.
3. Communicate effectively with parents/guardians/congregants about children's basic needs
4. Maintain general order of Nursery or classroom to ensure a healthy environment and notify the DRE of supply or equipment needs.
5. Maintain a sanitary environment: adhere to all Covid policies; use hand wipes or sanitizer when entering Nursery or classrooms; clean & sanitize toys daily.
6. Provide the DRE with a weekly timesheet.

7. Maintain current Infant/Child CPR and First Aid certifications (once certified).
8. Communicate any problems in a timely fashion to the DRE.
9. Reliable and punctual attendance on scheduled Sundays
10. The DRE may assign additional responsibilities as necessary.

Qualifications:

1. Sensitivity to the needs of younger children.
2. Dependability, good communication skills, initiative, and willingness to learn about children's developmental needs.
3. Must be able to identify needs for children ages 0–7; experience working with young children is preferred.
4. Willingness to improve skills.
5. Strong ability to supervise appropriate play and activities.
6. Ability to comprehend and follow instructions and follow through on assigned tasks.
7. Ability to interact positively with parents, children, church committees, church staff, and congregation.
8. Ability to relate problems (either verbally or in written form) to appropriate persons, and propose solutions.

Requirements:

Access to reliable transportation to and from church.

Willingness to take a CPR/First Aid training course (if not already certified).

This job involves frequent bending, stooping, reaching, and lifting.

Absence:

Notify DRE at least one week in advance if unable to make a scheduled Sunday so a substitute can be arranged. In the event of illness or an emergency, contact the DRE.

How to Apply:

Contact Cynthia Menard, Director of Religious Education: circledre@ucmh.org

UCMH is an equal-opportunity employer.