



Log Cabin Childcare Worker Job Description

General Description:

The childcare worker's primary responsibility is to care for the children by providing guidance, engaging them in activities, attending to their needs, ensuring their safety, and nurturing faith.

Duties:

1. Arrive at the pre-arranged time, on time, which you and the Childcare Coordinator have agreed upon.
 2. Record your name, date, department number, arrival and departure time, and total hours on your timecard.
 3. Inform Coordinator of any absence or lateness on your part as soon as possible. **You are responsible for finding a replacement if absent.**
 4. Greet children and parents at the door.
 5. Instruct parents to sign their children in. Make sure they write down any instructions for their children. **Do not** accept oral instructions as these can be forgotten and confused. Do not allow children to sign themselves in.
 6. Do not let children go anywhere unattended or to their homes (if child lives on campus).
 7. Do not allow children to "rough house" or wrestle.
 8. Remember to refer to the sign-in sheet for parents' instructions about their children.
 9. Use hand sanitizer or wash hands thoroughly after taking children to the bathroom, wiping noses, cleaning cuts, diaper changes, and before feeding or snack time.
 10. Inform Coordinator if you are unable to console a child after 10 minutes.
 11. Inform Coordinator of a child has consistent discipline problems.
 12. Each worker will be assigned specific duties and is responsible for completing these (see attached).
- Childcare workers are encouraged to participate in activities with the children, such as reading to them, organized games, assisting them on the playground, and supervising constructive play whenever possible or necessary.
 - If you have a specific talent that you could be utilizing in the area of childcare, please let your Coordinator know. This would include storytelling, puppets, crafts, magic tricks, games, etc.
 - Suggestions are always welcome. If you see something that is not working or have a way that might be an improvement to the Log Cabin, please see your supervisor or Student Life.

ROOTED IN GRACE FOR A LIFETIME OF MINISTRY

Log Cabin Job List

Potty Person:

- Please check the sign-in paper for specific instructions regarding potty times and procedures for individual children.
- Please ask children if they need to go to the potty before we go outside to play or mid morning. Keep record on the potty log.

Snack:

- Please use parent volunteer to help you put snacks (one salty item and one sweet item) on coffee filters. Put water in sippy cups with lids.
- Check diaper bags to make sure parents did not bring a cup for their child.
- Please make sure after snack you clean up table and high chairs, sweep under them, and put cups in the dishwasher.

Circle Time:

- Please notify children of that it is time to clean up for Circle Time.
- Make large circle with foam square mats and lead the kids in songs and finger plays for approximately 15 minutes.

Story Person:

- When the kids are eating their snack, please read or act out the story, emphasizing Jesus and that he is the hero of the story.
- Put the story into context for the kids to understand who the characters are in light of Jesus being the Hero of the story.

Wiggles Time:

- Once kids have finish up their snack, please bring kids over to the open floor and sing some interactive songs with them.
- You can use the CD player and CDs to assist you with songs.

Craft:

- Please help snack helper clean up the tables and put the craft out so that when wiggle time is over the kids can come directly to get started on their craft.
- Please stay until all the kids have completed their craft and clean up the remaining supplies.
- Please make sure every child's name is on his or her craft.
- Put crafts out so that parents can pick up their child's craft upon pick-up.