



## **Job Description:**

## **BKLC Childcare Worker**

**FLSA STATUS:**

**Hourly Non-Exempt**

**REPORTS TO:**

**BKLC Director**

**LAST REVISION:**

**1/24/2024**

**SALARY RANGE:**

**\$16.28/hour - \$18.00/hour**

*Please submit your resume and cover letter to Trisha at [trishaarmitage@bethel-church.com](mailto:trishaarmitage@bethel-church.com)*

## **Job Summary:**

The Childcare Worker will perform a variety of tasks at Bethel Kids Learning Center.

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Cares for and attends to the needs of children at the facility including dressing, feeding, and monitoring their activities and playtime.
- Plans and organizes games and recreational activities for children in a group setting.
- Plans and teaches activities such as arts and crafts, designed to improve fine and gross motor skills.
- Encourages children's emotional, social, and physical development, and positive self-concept.
- Monitors signs of emotional and developmental issues in children and notifies parents, guardians, or authorities of concerns when necessary.
- Implements developmentally appropriate disciplinary measures to maintain control in the classroom and facility.
- Teaches children personal and healthy habits such as eating, resting, and personal hygiene.
- Cleans and sanitizes toys, furniture, and play equipment.
- Maintains records on individual children including daily observations, activities, meals served, and medications administered.
- Performs other related duties as assigned.

### ***Required Skills/Abilities:***

- Excellent communication skills with parents, teachers, and other childcare workers.
- Ability to be patient and understanding when working with children and interacting with parents.
- Extensive knowledge of childcare principles and procedures.
- Ability to relate to children and make the childcare facility an enjoyable atmosphere.
- Knowledge of early childhood teaching strategies.

***Education and Experience:***

- High school diploma or equivalent required; Associate's degree preferred.
- At least one year of related experience required.
- Certification in first aid and CPR required; must be maintained by obtaining recertification as necessary.
- Ability to obtain state-required certifications.
- Must pass criminal background check.

***Physical Requirements:***

- Prolonged periods of standing and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Will be exposed to illness-causing bacteria and viruses.