

New Life Dresher Church

Women's Bible Study Childcare Job Description

Job Summary:

Responsible for supervising, nurturing, and caring for children typically 12 weeks-2 years. Also, responsible for delegating and directing adult volunteers who rotate through the classrooms. Welcome children each day, provide snacks and bottles as needed, change diapers, and ensure a safe environment while the children are in our care.

Primary Responsibilities:

- Nurture and care for children while their moms attend Women's Bible study.
- Provide for the child's basic needs, including diapering while they are in our care.
- Communicate with parents in a timely manner any issues or concerns.
- Work with volunteers each week and delegate specific tasks and responsibilities.
- Comfort children when they are crying. If it becomes excessive, text the mom to check-in.
- Prepare bottles if necessary and give snacks provided by the church or provided by the child's parents. (Ensure all allergies are noted and followed)
- Ensure all surfaces and toys are cleaned and wiped down at the end of the morning. (adult volunteers can help with this)
- Ensure the classroom is left how it was found each morning. All toys should be back in their places and organized.
- Be available on Wednesdays from 9:00am-11:15am.
- Be timely and communicate any changes with your availability promptly to Annie Notary the Women's Ministry Coordinator or Beth Anne Lesshafft the Children's Ministry Director.