

First Unitarian Universalist Society of Burlington, Vermont
Position Description

Position Title:	Adult Childcare Provider
Reports To:	Director of Youth and Emergent Adult Ministries
Directly supervises:	n/a
Status:	part-time, hourly
FLSA:	non-exempt

Normal working hours: Coverage of Sunday morning shifts in the nursery. Some staff function primarily as substitutes; all are expected to be willing to substitute sometimes on short notice. In addition, staff are expected to share in covering other childcare needs for various congregational events, which usually occur weekday evenings and weekends.

Benefits: Benefits are offered as outlined in the Employee Handbook.

Position Summary:

To provide childcare for infants and toddlers in the Society's nursery on Sunday mornings; and to safely supervise age-appropriate activities for children at other Society events, meetings, and functions as requested by Faith Development Staff.

Essential Functions

- Welcomes parents and children, ensures completion of sign-in, and communicates appropriately with parents at sign-out about child's time in care.
- Provides direct oversight, coaching, and modeling for the Youth Childcare Staff with whom they are working.
- Maintains a caring, clean, and welcoming environment in the nursery and other spaces used for childcare.
- When childcare shifts are made available by the Faith Development Staff, responds clearly and promptly.
- Is consistently punctual for scheduled shifts.
- If unexpectedly unable to make a shift and able to do so, contacts other childcare staff to substitute. Makes every effort to communicate situation and needs, and follows through so as to cause minimal disruption. If no positive results, contacts Faith Development Staff.
- Ensures that activities for children are engaging, stimulating, and appropriate both intellectually and emotionally.
- Promptly reports any issues or concerns that arise during shift to Faith Development Staff.
- Complies with all applicable Safe Congregation Policies per training provided.
- Ensures that spaces are neat and supplies used are put away at the end of shift.

Core Competencies

1. Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole: follows up on missing or out of balance

- items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
2. Informing Others: Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
 3. Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
 4. Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport: considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
 5. Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Qualifications:

Successful experience in related work is required. Must successfully pass a background check. Must be currently trained in Adult, Infant, and Child CPR and First Aid, or be willing to attend a training at the Society's expense.