

**Position Title: Child Care Worker – Restoration Loudoun**  
**FLSA Status: Non-Exempt, 2-2.5 hours, Sunday mornings**  
**Supervisory: No**  
**Reports to: Children’s & Family Ministry Coordinator – Restoration Loudoun**

### **Summary Description**

The primary responsibility of this position is to ensure care and safety of Children in the Restoration childcare area while maintaining a loving and inclusive environment for all children.

### **Responsibilities**

Following the direction and guidance of the Children’s and Family Ministry Coordinator – Restoration Loudoun (Coordinator), this position is responsible for:

1. Interacting with the children in a nurturing way that conveys loving care and respect.
2. Maintaining a safe and calm environment not allowing rough play, running, or inappropriate use of toys and/or equipment based on set safety standards.
3. Observing and monitoring children’s play activities, not allowing aggressive physical or verbal behavior (no hitting, pushing, name calling, throwing items, etc).
4. Playing with children; this will often mean getting down on the floor to interact with them.
5. Performing duties as planned under the leadership of the Coordinator.
6. Assisting in the creation of an environment with appropriate developmental activities and learning about the Christian faith.
7. When working with toddlers and older: following the schedule which is set aside to read to them, and teach them simple crafts/coloring, songs and prayers.
8. Organizing and storing toys and materials to ensure order in activity areas throughout the program time, not just at the end.
9. Assisting with setup and organization of the childcare rooms at the beginning of the shift. This may include but is not exclusive to: moving furniture, hanging canvas and partitioning room with removable play yard fencing.
10. Assisting with the cleaning and organization of the childcare rooms at the end of the shift.
11. Maintaining complete and accurate check in/out records of children participating in the childcare program.
12. Keeping records on incidents/accidents that occur, alerting the Coordinator about the incident and ensuring the parent is notified and signs the acknowledgement form.
13. Attending to the personal hygiene of each child in your care, including changing diapers or soiled clothing, restroom visits and washing hands.
14. Working cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
15. Maintaining an open, friendly and cooperative relationship with each child’s family and encouraging their involvement in the program.
16. Demonstrating behavior that is professional, ethical and responsible.
17. Performing other duties and responsibilities as assigned by the Coordinator.

### **Qualifications**

Experience working in a childhood setting

Must be flexible and adaptable to meet the needs of the children and program.

Ability to communicate in English language.

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.

Ability to routinely lift children, move furniture in an early childhood classroom and sustain long hours of active work.

Ability to clear criminal background check.