

**Shepherd of the Hills United Methodist Church
920 W. Tonaquint Drive, St George, Utah 84770**

JOB DESCRIPTION - Child Care Supervisor

Status	Part-Time, approximately four (4) hours per week (occasionally may work additional hours, if necessary, at a comparable rate).
Schedule	Sunday mornings and special events as requested
Benefits	None
Supervision	Works under the direction of the Pastor(s) or his/her designee. Provides direction to the volunteer assistants.
Probation & Evaluation	The orientation period is six (6) months, after which the position will receive a review and evaluation, followed by periodic evaluations.

Position Overview

The Child Care Supervisor supports the child care program by overseeing a clean, safe and secure environment for children. Oversee Child Care Attendant and/or volunteers if present.

Basic Functions and Duties

1. Ensure a secure, safe, inviting and nurturing atmosphere for all children.
2. Provide registration forms to obtain information regarding allergies, restricted adult contact and other concerns. Ensure forms are completed for all new children and updated as required.
3. Verbally advise other attendants of any adult contact restrictions and conspicuously post allergy alerts.
4. Provide and maintain attendance sign-in/sign-out logs; archive all past logs.
5. Maintain control of the children, use age appropriate and non-physical discipline, if necessary, ie. Time Out, and report unusual behaviors to the parent/guardian.
6. Prepare and provide weekly lessons and craft activities; read stories.
7. Provide escort and assistance to the bathroom when needed, ensuring health standards are taught and demonstrated.
8. Usher the children to the front of the sanctuary for children's sermon during worship service.
9. Clean up and organize the room after the children have been picked up and signed out by a parent or guardian.
10. Maintain up-to-date files for the child care program.
11. Maintain room in a neat and presentable condition.
12. Request supplies and/or materials as needed for proper and efficient operation.
13. Provide basic medical care as needed.
14. Other duties as assigned.

Minimum Qualifications

Age: Must be 18 years or older.

Education: High school diploma or equivalent is preferred.

Language: Must speak, read, and write English well.

Experience: Professional or life experience teaching or caring for children is preferred.

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Background Check: Pass a background check arranged and paid for by the SHUMC.

Church Policy: Understand and sign the SHUMC *Child Care and Protection Policy*.

License /Transportation: Possess a valid driver license and/or have available a reliable means of transportation.

Knowledge, Skills, and Abilities

Knowledge of:

1. Developmental needs of and care requirements for preschool and early elementary-age children.
2. Craft ideas appropriate for preschool and early elementary-age children.
3. Appropriate conduct for preschool and early elementary-age children.
4. Basic medical procedures to attend to minor cuts and scrapes.
5. Child and infant CPR is not required but desirable.

Skills in:

1. Presenting/demonstrating craft activities to preschool and early elementary-age children.
2. Providing age-appropriate non-physical discipline to preschool and early elementary age children.
3. Supervising the Nursery Attendant and/or volunteer.
4. Written, verbal, and interpersonal communications.

Ability to:

1. Learn to apply procedures and policies applicable to the position.
2. Establish and maintain effective working relations with the children, parents/guardians, church staff, officials, members and the public.
3. Maintain confidentiality.
4. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
5. Interpret instructions provided in written, verbal, diagrammatic or schedule form.
6. Diagnose and resolve problems pertinent to the position or, if unable to do so, refer them to the supervisor.

Working Conditions

Work is performed primarily indoors in a typical environment. The position may include stooping, crouching, bending, etc. Medium physical strength is required for occasional lifting.

Equal Opportunity Employer

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin, or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, layoff, termination, and compensation. This policy applies to all terms, conditions, and privileges of employment.