



HOUSE OF HOPE
PRESBYTERIAN CHURCH

The House of Hope Presbyterian Church Lead Substitute Caregiver Job Description

Job Title: Lead Substitute Caregiver

Reports to: The Lead Substitute Caregiver reports directly to the Director of Children and Family Ministry. They are indirectly accountable to the Head of Staff, the Children and Family Ministry Committee, and the Session.

Position Status: Part Time, overtime eligible (availability to work Sunday mornings from 9 a.m. – 12:15 p.m.). There is a possibility of occasional additional hours.

Purpose: Share God's love by creating a safe, clean, dependable, and nurturing environment for children, birth through five-years-old.

Responsibilities:

- Provide age-appropriate care including: attention to allergies, feedings/snack time, diapering/bathroom assistance, maintaining a clean and safe environment, cheerfully holding or interacting with children through play, stories, art, and songs. Precautions should always be used while handling any type of bodily fluids.
- Be polite, friendly, and courteous to all children, families, staff, and volunteers.
- Arrive on time.
- Stay until all children are returned to the care of their guardian(s), listed on the sign-in sheet.
- Straighten up the room prior to leaving: tie trash bags shut and dispose of them, appropriately dispose of diapering items and broken toys/equipment, sanitize and put away toys, sanitize surfaces, report any broken toys/equipment or depleted supplies to the Director of Children and Family Ministry.
- Become familiar with developmental stages of infants through five-years-old.
- Implement age-appropriate activities as prepared by the regularly scheduled lead caregiver.
- Assist with the sign-in/out system; notifying new families about the procedure.
- Communicate with the Director of Children and Family Ministry if an issue hinders their ability to fulfill the job responsibilities.
- Notify the Director of Children and Family Ministry in the event of an absence. (Planned absences will be noted on the monthly calendar. Unplanned absences need to be reported at least two hours prior to the shift.)
- Follow emergency procedures to ensure the safety of children.



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- Supervise volunteer or staff assistants in their assigned nursery room. Direct assistant to areas where support is needed. Inform the Director of Children and Family Ministry of any issues that need to be addressed.

Qualifications:

- Must be at least 18-years-old.
- Willingness to obtain and maintain an Infant and Child CPR and First Aid Certification.
- Enjoy working with children, infants through five-years-old.
- Possess a professional, friendly, and patient demeanor.
- Exercise sound judgment when working with children and communicating with families.
- Ability to work Sunday mornings.
- House of Hope Presbyterian Church requires a satisfactory background check for all persons who work with children.

Evaluation and Compensation:

- An hourly wage will be agreed upon prior to hiring.
- Receive a minimum of 3 hours pay on Sunday mornings and 2 hours pay for other scheduled nurseries.
- Annual evaluations will take place with the Director of Children and Family Ministry.