

# **Childcare Provider for First Presbyterian Church, Dubuque Job Description**

**Position:** Childcare Provider

**Qualifications:**

- Experience in taking care of children
- Commitment to Jesus Christ as Lord and Savior
- CPR and First Aid Certified (or willing to get training)
- Passing a National security check

**Duties:**

- Give loving care to children ages birth through age five
- Work with other assistants and/or volunteers to supervise the nursery from 10:00 – 11:30 a.m. each Sunday of the school year, and 9:00- 11:30 a.m. during the summer.
- Prepare nursery for children and parents ( includes setting out check-in materials and child-proofing the nursery)
- Familiarize volunteers with nursery policies
- Be an example to other volunteers
- Maintain order in the nursery
- Help explain policies and procedures to parents as they bring children to the nursery
- When last child leaves, straighten nursery, disinfect target areas, and remove sheets from cribs.
- Keep running inventory of needs for the nursery and give list to church office.

**Salary:** \$10 per hour, to be paid monthly

**Hours:** 9:00-11:30 a.m. each Sunday (summer: 10:00-11:30 a.m.)

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***All applicants must be 18 years or older. If you are interested please submit a resume with at least two references before July 22, 2013.***

***Attention: The Pastor, First Presbyterian Church,  
1684 Iowa St., Dubuque, IA 52001 or email [fcpdbq@yahoo.com](mailto:fcpdbq@yahoo.com)***

***Questions? Call 563-582-4494***