

**Holy Spirit Parish
Child Care Workers
Job Description**

(Holy Spirit Parish provides paid child care workers for parish events and meetings. Three workers will be scheduled for each event, as requested by the parish staff or other parish leader. At least one worker will be an adult over the age of 18. The job of a child care worker is to keep children safe and happy while their parents/guardians attend parish functions.)

1. All workers must be at least 12 years old and have finished 6th grade.
2. All workers 18 and older must attend “Protecting God’s Children” before they are scheduled to work. This class, about preventing child sexual abuse, will be offered at Holy Spirit two or three times a year. It is offered at other locations, which can be found at www.virtus.org.
3. Workers will be scheduled 15 minutes before an activity or meeting begins. They need to be in the nursery and ready to work at that time. Ending times are approximate and all workers are expected to remain in the child care room until all the children are picked up.
4. It is important that workers follow their schedule. If someone cannot work their scheduled time, they will notify the coordinator as soon as possible.
4. No worker should be alone in the child care room with a child at any time except: finding the parent of an upset child, taking a child to the restroom or getting help in an emergency.
5. Workers are responsible for the clean up of the child care room. The children should help clean up, but it is the workers’ responsibility to see that the room is left neat and clean.
6. Workers will NEVER leave a child of any age in the child care room alone for any reason.
7. The workers’ job is to interact with the children and to be completely attentive to their needs. Therefore, no homework, reading, talking to friends is permitted.

NO GUESTS are permitted in the child care room at any time. The use of cell phones is prohibited while working in the child care room.

8. All workers are expected to act in a responsible and mature manner at all times. No horseplay, rough play, running, yelling, or throwing objects is allowed. Workers are to be respectful toward parents, adults, and peers.

9. All workers, not just adults, are expected to change diapers when necessary.

10. Adult workers are required to notify the coordinator of any problem or concern that they encounter during their scheduled time.

11. Adult workers are considered to be supervisory in regard to the youth workers. Youth workers must listen to and respect their judgement.