

Childcare Associate Job Description

Job Title: Childcare Associate

Organization: Unitarian Universalist Church of Berkeley

Location: Kensington, California

Position Type: Part-time, Hourly (Sundays Guaranteed, Other Days as Needed)

Compensation: \$20 per hour

About Us:

The Unitarian Universalist Church of Berkeley is a welcoming and inclusive spiritual community that values the inherent worth and dignity of every person. We are dedicated to fostering a safe and nurturing environment for all, especially our youngest members. We are seeking a passionate and responsible Childcare Associate to join our team and help create a loving space for children under age five during our Sunday morning programming and other select church programs.

Essential Functions:

- **Child Supervision:** Monitor children under the age of five during Sunday morning programming to ensure they play and interact with one another in a safe and appropriate manner.
- **Childcare Coverage:** Provide childcare coverage for other select church programs, as available, in addition to the guaranteed Sunday schedule.
- **Setup and Cleanup:** Set up and clean up space(s) where childcare takes place, ensuring a welcoming and organized environment for children.
- **Attendance Records:** Maintain attendance records of children supervised to ensure accurate records of participation.

Physical Requirements and Other Responsibilities

- Ability to move freely in and around Church facilities.
- Lift children and other materials of up to 50 pounds as necessary for the role.
- Meet with Supervisor: Attend meetings with the supervisor as needed to discuss program updates, concerns, and improvements.
- Confidentiality: Adhere to standards of confidentiality and comply with organizational policies and procedures.
- Safe Congregation: Ensure compliance with Safe Congregation protocols to guarantee the safety and well-being of all children and participants.

Qualifications:

- Previous experience in childcare or related fields preferred.
- Strong communication and interpersonal skills.
- Ability to work effectively in a diverse and inclusive environment.
- Passion for creating a safe and nurturing space for children.

COVID-19 Vaccination Requirement:

All employees must provide proof of full vaccination for Covid-19 to ensure the safety of our community.

How to Apply:

Interested candidates should submit their resume and a brief cover letter outlining their qualifications and why they are interested in this role to dfm@uucb.org with the subject line "Childcare Associate Application".

The Unitarian Universalist Church of Berkeley is an equal opportunity employer and welcomes candidates from all backgrounds to apply. We are committed to creating an inclusive and diverse workplace.

Thank you for considering joining our team!