

## **Four Corners Community Chapel Job Description**

**Position Title:** Nursery and Toddler Care Provider

**Hours:** Sundays, 9:30 – 11:30 a.m., September 8 – June 1

**Supervised By:** The Pastor

**Reports To:** The Board of Trustees

### **DESCRIPTION**

The Nursery and Toddler Care Provider will be responsible for all activities taking place on Sunday mornings in our designated Nursery/Toddler Care Room. The Provider will also be responsible for ensuring a safe and welcoming environment for children and parents.

### **SPECIFIC RESPONSIBILITIES**

- Open and close the Nursery/Toddler Care Room each week, making sure to wipe down and clean all toys after use;
- As appropriate, organize group activities and play time for children, including storytelling;
- Be the main point of contact for parents, making sure that all children are signed in and out each week;
- Work with, and as appropriate, provide guidance to the youth/adult volunteer who is on-hand each week to assist with care.

### **QUALIFICATIONS**

- Be at least 18 years of age and possess a high school diploma;
- Possess a working knowledge of our child-safe policies and have met the necessary background check qualifications
- Possess a warm, caring, and responsible attitude;
- Be able to sit on the floor for extended periods of time and to move about easily;
- Experience in working with infants and young children preferred.

Interested applicants should send a cover letter and resume to Four Corners Community Chapel, 200 Angell Road, Cumberland, RI 02864 or email to [david@fourcornerschapel.org](mailto:david@fourcornerschapel.org). Compensation will be paid at an hourly rate and will be based on skills and years of experience.