



## Employee Job Description

**Employee Name** Various  
**Title** Childcare Workers

**Reports To** Preschool Director  
**Ministry Area** Preschool

**Primary Campus** South Austin

### Job Summary

Paid workers are used on Sunday mornings, Wednesday nights, They are CPR/First Aid certified. Childcare workers help to ensure consistency, safety and are trained for emergencies.

### Key Areas of Responsibility

- Responsible for readying the rooms, making it inviting including having 3 separate stations set up for children
- Greeting preschoolers and their parents at the door
- Conduct a group time which includes songs, reading books, and telling a Bible story... all of which will be provided by Childcare coordinator
- Responsible for diaper changing and assisting with potty time
- Supervise preschoolers at all times, being alert to any unsafe situation
- Engage with preschoolers
- Responsible for making sure the room looks the same as when they entered