

**Position Description 2008/2009**  
**St. John Lutheran Church**

**Position:** Caregiver for Children's Ministry  
**Reports to:** Childcare Coordinator  
**Work schedule:** Part-time: various days and hours available. Details regarding the hours will be coordinated with the supervisor.

**Overview of this position:** The Paid Caregiver is responsible for the care and safety of all children entrusted to their care at St. John Lutheran Church.

**Primary Responsibilities:**

- Arrive on time and greet children, parents, and volunteers in a cheerful and helpful manner and be attentive to their needs.
- Care for basic needs of children as needed such as feeding, diapering, and nurturing.
- Follow all Child Protection Policies and Procedures for St. John Lutheran Church.
- Plan weekly lessons and/or coordinate this with another paid caregiver if more than one is available per room. Up to one half hour of paid time can be used for planning purposes. This must be done on site.
- Each paid caregiver is expected to be available during the times agreed upon.

**Training and support that will be provided:** Orientation class covering the policies and procedures, monthly staff meetings, early childhood curriculum materials, newsletters, and coaching sessions with the Childcare Coordinator as required or desired.

**Special qualifications or unique skills:**

- Show a love of children and God.
- Be approachable and friendly.
- Be dependable.
- Have a teachable attitude.
- Have knowledge of children's basic developmental stages.
- Knowledgeable of classroom policies and procedures.
- Be in agreement with the teachings and policies of St. John Lutheran Church.
- Possess a servant's heart.

***To apply, contact Kelly Collins at 636-394-4100 ext. 399 or at [kcollins@stjstl.net](mailto:kcollins@stjstl.net)***

*1 Peter 4:10-11*

*Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various form..... If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever. Amen*