

Unitarian Universalist Church of Nashua - Lead Childcare Provider

Position Description :

The Lead Childcare Provider is responsible for supporting the faith formation program at the UU Church of Nashua, by offering childcare for infants, toddler and children with a team of trained volunteers. This role also includes offering administrative program support as needed before and after Sunday morning programs.

Responsibilities :

- Collaborate with a team of volunteers and the Director of Faith Formation to provide safe and gentle care of infants, toddlers and children, both within the sanctuary, in our separate childcare room, or designated childcare area.
- Offer after-church childcare from 11:30 am-12:30 pm for ages 0-12 when requested.
- Comply with UU Church of Nashua Safety Policies and Procedures and attend annual safety training.
- Provide administrative support such as tracking attendance, making photo copies, setting up & cleaning the children's rooms as needed within the Sunday morning hours before or after offering childcare.
- Assist with additional Sunday morning children's programs if no young children arrive for childcare.

Work Hours and Schedule:

- This is a year-round position with fewer hours in the summer.
 - **During the church program year (the 2nd week of September through the 2nd week in June), hours will be every Sunday: 9:30 am -12:30 am.**
 - **Summer hours will be every Sunday: 9:45 am-11:15 am**
- Up to 4 Sundays off per year may be requested.
- There could be occasional Saturday afternoon or evening faith formation programs that request childcare. These jobs would be offered to the lead childcare provider by staff and church leadership and scheduled based on availability.

Qualifications and Experience:

- Must provide proof of vaccination for Covid 19
- At least 18 years of age
- Childcare experience working with babies through elementary-age children.
- Dependability/Reliability and Punctuality
- Experience working with children on the Autism Spectrum is helpful
- Recent certification in Basic First Aid and child/infant CPR or willing to be certified
- Satisfactory completion of a nationwide criminal background check and references check
- Familiarity with Unitarian Universalism or a willingness to learn more
- As stipulated in the church's policy, may not be a member of the Unitarian Universalist Church of Nashua

Relationships :

The Lead Childcare Provider reports to and is supervised by the Director of Faith Formation, works with volunteers, co-workers, congregants, and visitors; and is in a cooperative relationship with facility, program and administrative/church staff.

This position pays \$20.00 per hour

Please send Resume, Cover Letter & 2 References to Director of Faith Formation, Sadie Kahn-Greene dff@uunashua.org or call 603.882-1091 ext 203 for more information