

JOB DESCRIPTION - TODDLER ROOM HELPER

JOB/TASK: Toddler (2-5 yrs) Room Helper

NUMBER OF PERSONS NEEDED: 10-15

TIME COMMITMENT/FREQUENCY: 8:15 - 9:30 or 10:45 - 12:00 once every other month

SUPERVISOR /CONTACT: Nursery Coordinator - Scheduling

MINISTRY GROUP RESPONSIBLE: Parish Life & Care

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Laura Heimann, Alison Staeger, John Day, Betty Yurkewitch, Karen Hager*

The church employs two child care professionals to cover the infant room on the lower level of Heritage Hall each Sunday. In the adjacent room, children from 2 to 5 years old are cared for during worship services by two adult volunteers (or one adult and one teenager).

10 - 15 persons serve as a team and are scheduled to work approximately once every other month, September-June. One person may be sufficient during the 8:30 worship hour (with help from the infant room as needed); two persons are needed during 11:00 worship. A separate schedule is provided for the 10:00 service in the summer.

Plan to arrive 15 minutes before worship begins. The room is equipped with toys, play-dough, crayons, paper, music cassettes, books, and DVDs. Midway through the hour a snack of pretzels and/or graham cracker sticks is served. Toilet facilities are between the two rooms.

As parents sign the children in, name tags are attached to the child's clothing.

Volunteers must read and sign the church's childcare policy form.