

**JOB DESCRIPTION**  
**Child Care Provider**  
**First Unitarian Society of Ithaca, New York**

**Job Summary:** First Unitarian Society of Ithaca (FUSIT) is a mid-sized Unitarian Universalist congregation offering regular Sunday services and other events throughout the week. Child care providers are primarily involved in providing care for infants and children up to age 4 on Sunday mornings during the church service so that their parents/caregivers can attend knowing that their child(ren) are safe and well cared for. Additional times on Sunday and other days may be required.

**Reports to:** Religious Exploration Assistant and/or Childcare Coordinator

**Supervises:** n/a

**Effective Date:**

**Status:** Part-time, 10-month, non-exempt, entails working most Sundays. Approximately 2 hours a week.

**Physical Requirements:**

The physical functions described here are representative of those that must be met by an employee to successfully perform this position. Reasonable accommodations may be made upon request to enable individuals to perform the functions of the role.

Daily requirements include (but are not limited to):

- Ability to sit/stand – amount of time may vary
- Typical manual dexterity for working with papers, files, computers, standard technology
- Ability to lift 30 lbs.
- Ability to be on the floor with children

**Usual work environment/equipment used:** This position operates in a church work environment with an expectation to interact with the congregation and utilize standard office equipment.

**Essential Functions:**

In cooperation with the other child care provider/teachers, provide a safe and loving environment for approximately eight to ten children, ages infant through 4 years of age, during the Sunday morning celebration services from 10:15 to 12:15. Enrollment may include children ages 4 and 5 during intergenerational celebrations.

- Supervise appropriate play activities.
- As schedule allows, plan and coordinate simple, age-appropriate art activities.
- Set-up and clean up the room(s) designated for nursery care.
- Change diapers as needed and/or assist child with toilet use.
- Serve and clean up a mid-morning snack.
- Monitor supplies and notify Congregational Administrator of shortages.
- Notify the Coordinator at least two weeks in advance if unable to attend.
- Disinfect and sanitize toys as time permits.

**Minimum Qualifications:**

Education: Some high school education required.

Experience: Experience working with young children preferred.

Licensure: Satisfactory background check. CPR certification preferred.

Knowledge and understanding of basic principles of child development. Demonstrated sensitivity to the needs of young children. Knowledge of first aid procedures, or be willing to take a training course.

The employment of the successful job candidate is conditional upon receipt of a satisfactory background check.

**EEOC & Affirmative Action Statement:** Equal Employment Opportunity is a fundamental goal and policy of FUSIT. FUSIT recognizes and reaffirms all federal and state laws preventing discrimination against applicants and employees on the basis of any protected class or characteristic. It is the duty of FUSIT to provide reasonable accommodations to qualified individuals under the Americans with Disabilities Act (ADA).

**Approved by Personnel committee: 1/29/23**

**Approved by Operations Administrative Team with date: 1/29/23**