

Childcare Provider

Job Description

Friends Meeting at Cambridge welcomes families and children into our worship community. We want children to feel welcomed and valued in our community, to grow in their appreciation of that spiritual experience, and enrich us with their presence. To live out our values, we are hiring two Childcare Providers to welcome and care for our children.

Friends Meeting at Cambridge (FMC) is seeking two individuals to serve as Childcare Providers for First Day School (Quaker Sunday School), as well as the Forum preceding and Afterthoughts following First Day School, approximately 9am - 1pm on Sunday mornings. Each Childcare Provider will be responsible for providing supervision to children before and after First Day School, as well as helping to facilitate First Day School with First Day School teachers. The Childcare Provider will be responsible for engaging with children and families in the program. The Childcare Provider should have excellent communication skills, flexibility, and the ability to work well with children of diverse ages and backgrounds. Additionally, the Childcare Provider will be responsible for fostering a safe environment and upholding FMC's Child Safety Policy and Protocols.

Skills Necessary

- Previous childcare education or experience strongly preferred
- Ability to work comfortably with children aged infants up to 5th grade
- A desire to learn and to try new experiences
- A positive and flexible approach
- Ability to work with diverse groups of children and families of different racial, economic, political, and faith backgrounds, and with diverse family structures
- A personal interest in social justice topics such as racial justice, women's rights, issues affecting the Queer community, etc., and the ability to engage children on these topics in a sensitive and age appropriate manner
- Familiarity with Quaker faith and practice would be a benefit, but is not absolutely necessary. Able to bring Quaker values into our program, demonstrating curiosity and willingness to learn (simplicity, peace, integrity, community, equality and stewardship)
- Adult, Infant, and Pediatric CPR/First Aid Required (will provide reimbursement for certification)
- Ability to comfortably bend, kneel, and keep up with groups of active children

Tasks / Responsibilities

- Availability to be at 5 Longfellow Park, Cambridge on approximately 4 Sundays per month from about 9:00 a.m. – 1:00 p.m depending on the needs below:
- Set up and facilitate Childcare in the First Day School classrooms during Forum (approximately 9:00 am - 10:30 am)

- Prepare materials and classrooms before children arrive, ensuring the space is clean and inviting. Set up a snack station to provide snack to children.
- Welcome children and families to Childcare, ensuring parents are signing in on daily Attendance sheet
- Help children get settled and engaged in free time activities
- Offer supervision while children play, engage in games with children, facilitate art activities, read books to children, etc.
- Supervise bathroom visits for school age children or perform diaper changes for infants/toddlers
- Provide support and supervision during First Day School (approximately 10:30 - 11:45)
 - Help children get settled into First Day School
 - Depending on children in attendance, care for babies/toddlers or those not able to participate in lessons. Provide support to volunteers who will be teaching lessons. Help facilitate any activities that may be a part of the lesson plans
 - Supervise children to and from Meeting for Worship
- Facilitate Childcare in the First Day School classrooms during Afterthoughts (approximately 11:45 - 12:30)
 - Supervise children during free time activities
 - Engage children in play, reading, art projects, etc.
 - Supervise bathroom visits for school age children or perform diaper changes for infants/toddlers
 - Provide snacks and pre-made meal plates as needed
 - Ensure parents are recording pick up on Daily Attendance sheets
- Weekly Planning and Cleaning (approximately 12:30 - 1:00)
 - Debrief for the day and plan for the following Sunday with the Youth Ministries and Education Coordinator
 - Light cleaning of classrooms- putting away toys/games, disinfecting surfaces, trash

Supervision

This role is supervised by the Youth Ministries and Education Coordinator, with input from the Staff and Administrative Manager.

Hourly wage: \$25/hour