



**St Paul's Castle Hill Volunteer Job Description  
Childcare for women's bible study (DAYTIME)**

*Our St Paul's mission is to bring people to Christ, build them in Christ, and send them out for Christ.*

**MINISTRY HEAD:** Fiona Jeganathan (Volunteer)

**STAFF MINISTRY LEADER:** Naomi Pigot (Assistant Children's Minister)

**VISION/GOAL FOR THIS ROLE:** The purpose of our small group discipleship ministry is to support adults growing in their faith. Supporting women's discipleship with young kids at home by providing care for young children (approx 6 months to 5 years old)

**TIME COMMITMENT:** Serving weekly or fortnightly during term time. 9:15am – 11:30am Thursday mornings. You will communicate with the women's bible study leader if needs change.

**CHARACTER:**

Be growing in their own faith in Jesus.

Be personally committed to St. Paul's church.

Be punctual and reliable.

Be friendly.

**CONVICTION:**

- Be actively engaged in a Christian life, through regularly attending a service (at least 6 months prior)
- Live to give God the glory

**COMPETENCY:**

- I am optimistic in expecting to see God at work in transforming the lives of the kids I look after.
- I will carefully guide and correct children because I know of its positive effect.
- I will use my gifts and talents that God has given to me for His glory.

**KEY TASKS AND RESPONSIBILITIES:**

- Arrive at 9.15 am (in CEC room 1 or demountable room)
- Help set up any equipment, toys or play as directed by your room leader.
- Be ready, warm and WELCOMING to all children who come to the program.
- Look to INCLUDE children; ENCOURAGE them to join in with an activity with you. Sit alongside children talking with them about what they like in order for children to feel comfortable and loved.

- Be faithful in serving where rostered on.

#### **TRAINING AND SUPPORT:**

- On-the-job training. This informal learning will happen naturally in your team.
- Plus the guiding Job Description

#### **OTHER:**

##### **Group Management**

- No child is ever left alone. And no carer is ever left alone with a child.
- Carers should not physically discipline any child.
- Remind children and uphold our rule: Love God, Love others!
- Carers must not show favouritism.
- If children wish to return to their parent/ guardian:
  - First check if they are injured or sad and ask what happened.
  - If not major, distract them or re-direct them to another activity.
  - Stay with them to help them settle. Send for the parent in needed.

##### **Managing Children Under Five**

- Keep your instructions and expectations clear and simple (*Don't grab toys off others. These toys are for everyone to share.*)
- Redirect their attention when upset or frustrated (e.g. leader reads a book, give them another toy, completes a puzzle with them, plays playdough with them...).
- If tantrums occur, move furniture/equipment away from the child so they don't hurt themselves and move other children away from the child. Don't talk to the child, simply keep an eye on them (for safety reasons) but ignore their behaviour until the tantrum subsides.

##### **Initiating Touch**

- Carers aim to minimize touching children.
- Always ask permission from a child before touching them (e.g. hold hand up and ask, *High five?*).
- Children are the ones to initiate touch.

##### **Appropriate Touch 0-2 Years**

- Hugging, patting, sitting on lap, rocking, holding hands are all appropriate forms of touch for this age group.
- When a child is upset, re-direct or distract the child with an activity, game or craft.

##### **Appropriate Touch 3-4 Years**

- Open hugs, sitting on a lap or beside the leader, and holding hands are all appropriate forms of touch for
- this age group.

- When a child is upset, re-direct or distract the child with an activity, game or craft.

### **Toileting**

- Nappies will be changed by parents. Contact the parent to come and change the child.
- Parents are to take their pre-schooler to the toilet before dropping the child off. PRESCHOOL children will be asked if they need to go, and will go as a group to the bathrooms. Carers will encourage and remind children when these times are.

### **AFTER**

- Help PACK up the kid's room that you served in and wipe down all hard surfaces, door handles etc. with disinfectant. Make sure cleaning products are returned to the cleaning cupboard.
- During the week, pray for the little ones you cared for. Pray that they would know God's love.