

# Part-time Childcare Staff

All Saints Church, Pasadena Pasadena , CA

Part-time, 5 - 8 hours per week (on-site)

**All Saints Church** is a progressive and dynamic Episcopal Church located in Pasadena, California. It is a thriving faith community rooted in a tradition of intellectual engagement and enrichment, and fully committed to offering a deeply fulfilling worship experience. All Saints core values are Radical Inclusion, Courageous Justice, Joyful Spirituality and Ethical Stewardship.

Immediate Supervisor – Director of Engagement and Integration: Children, Youth and Families

Positions Available: 2

## Hours:

Sundays are required for this position, from 8:00 a.m. until 1:00 p.m., as part of the team providing childcare to groups of 5 – 20 children during worship services. Hours will vary during other days of the week, usually focused around afternoons and evenings depending on program status and family needs. Total hours per week are minimum 5 hours on Sunday, and will not exceed a total of 8 hours per week.

## Responsibilities:

- Provide childcare during weekly Sunday children's chapel under the guidance of the Director and Associate Director of Children, Youth and Family Programming
- Greeting and interacting with new and returning families
- Part of a team of Childcare staff attending to a group of up to 20 children (ages ranging from 0-10years old).
- Assist with reading books, singing songs, simple crafts or similar activities
- Help keep children safe on the All Saints Church campus, including playrooms and playgrounds
- Help clean up after children, such as putting toys away, cleaning up spills and/or bathroom accidents
- Comfort working in a progressive religious setting
- Supportive of children of all gender and gender expressions
- Be willing to assist with youth program, children's music program, and/or other Children, Youth, and Family activities, especially during times of decreased programming and as hours allow
- Climb ladders and stairs to access supplies and/or guide children through campus activities

## Other requirements:

- Complete Safe Church training immediately upon hire.
- The staff assigned to this role is a Mandated Reporter, required by law to report reasonable suspicions of child abuse. Training and support will be provided.

**COMPLIANCE & INTEGRITY :** Consistently supports compliance and the All Saints Church Code of Conduct by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and All Saints Church policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Code of Conduct; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments. All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

**SERVICE & QUALITY:** In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the All Saints Church, as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills,abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our parishioners, and to purchasers, contracted providers and vendors.

**WORKPLACE SAFETY:** In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective

personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately. Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.

Qualifications:

- **Warm and Welcoming** - positive attitude and uses encouraging language towards children.
- **On-site Project Management** - Comfortable and skilled at climbing ladders to access supplies. Assisting with occasional heavy lifting of 30lbs or more and special projects, including event setup and tear down.
- **Service Oriented** - Giving full attention to what people are saying, taking time to understand the points being made, asking questions as appropriate, and handling situations with care and professionalism. Actively looking for ways to help and provide a high quality childcare support.
- **Organized and Adaptable** - Often called upon to shift and coordinate tasks and/or adapt to changing priorities. Conscientious and calm while providing childcare support.
- **1+ years verifiable experience working with groups of up to 15 children**

Preferred Qualifications:

- **Invested in and known by the All Saints Church community for at least 6 months, and/or can provide a personal reference that has been invested in and known by the All Saints Church community for at least 6 months.**
- **2+ years of verifiable childcare experience with children ranging from ages 0 – 15 years old**

All Saints Church is an equal opportunity employer and is committed to an ongoing process of multiculturalism and equity of gender and sexual identity. We encourage all interested people from all races, ethnic origins, national origins, faith communities, sexual orientations, gender identities and/or expressions to apply. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status.

External hires over 18 years of age must pass a background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws, as well as applicable local ordinances, including but not limited to the Los Angeles Fair Chance Ordinances.

Benefits: California required benefits only.

Salary: \$18.50/hour for 5 - 8 hours a week

How to apply: Email your resume and cover letter to [skramer@allsaints-pas.org](mailto:skramer@allsaints-pas.org) with the title of the position listed in the subject line of the email.