

# ST BART'S

St. Bartholomew's Church is currently seeking a **Childcare Provider Substitute**. Founded in 1835, St. Bart's moved to its present location – 325 Park Avenue at the corner of 51<sup>st</sup> Street – in 1918. A celebrated New York City landmark and home to a vibrant parish of over 3,000 households, St. Bart's also provides comprehensive services to those in need, creative and educational programs for adults, youth, and families, and acts as a lively forum for arts, culture, and social interaction.

**Position Summary:** Join our substitute roster and be available for Sunday substitute work from 8:30-12:30 on Sundays. Childcare Provider Substitute will work with the Childcare Team on Sundays and holidays as requested. The individual will be flexible, punctual and keep the safety and wellbeing of the children in their care as a top priority.

## **Responsibilities:**

- Meet and greet parents at the door, and ensure that they have signed-in properly and welcome children into the room
- Assist in setup and cleanup of room(s) each week
- Maintain a clean and orderly environment
- Engage in age appropriate ways with children. This includes crafts, free play, lessons, activities and projects that are coordinated through the Childcare Coordinator.
- Attend formal Safe Church Training (provided by St. Bart's).
- Consistent and good communication with Childcare Coordinator and Minister of Children, Youth and Family Formation- especially if you will be absent or late

## **Qualifications:**

- 3 years of experience working with children in childcare, camp or teaching setting
- High School diploma or GED
- Strong interpersonal skills, reliable, warm, and energetic with stellar references in childcare or education
- Excellent organizational skills; ability to work on multiple tasks simultaneously
- Good judgment, objectivity, and patience
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- Good analytical skills, excellent customer service skills
- Responsible with the highest level of integrity and ethics

**To apply:** Please submit your resume detailing your childcare or teaching experience and two professional, non-family, references to: [lbernardin@stbarts.org](mailto:lbernardin@stbarts.org).