

ST BART'S

St. Bartholomew's Church is currently seeking a part-time **Education Specialist and Childcare Provider**. Founded in 1835, St. Bart's moved to its present location – 325 Park Avenue at the corner of 51st 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: The Education Specialist and Childcare Provider will work with the Childcare Team on Sundays and holidays as needed and assist the Minister for Children, Youth, and Family in education program prep, set-up, curriculum, and clean-up. The individual will be flexible, punctual and keep the safety and wellbeing of the children in their care as a top priority. Candidates should have a passion for religious education; a background in education; and should be highly organized.

Responsibilities:

- Assist in set-up of Kairos Education program classrooms and Children's Chapel
- Welcome families and act as a liaison to the Children, Youth, and Family Program during the 11 o'clock service.
- Maintain a clean and orderly environment.
- Assist our early childhood Zoe childcare program in set up, clean-up, and support.
- Engage in age appropriate activities 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:

- 2 years experience working with children in childcare, camp or teaching setting.
- High School Diploma, B.A./B.S. preferred, or enrolled in higher-education.
- 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. If you have completed a Background Check or SafeChurch training, please also include those documents.