



ST. PATRICK PARISH

140 Church Street • Portland, MI 48875

Phone: (517) 647-6505 | Fax: (517) 647-7807

Position Description

Position Title: Daycare Lead Infant Room
Reports To: Childcare Director
Supervises: NP
FLSA Status: Hourly Non-Exempt - Fulltime
Other: Works with various volunteers and parish members

Summary of the Position

This position reports to the Childcare Director. Provide quality care and age-appropriate education to the children. The role focuses on creating a faith filled, safe and nurturing environment for infants and young children while implementing educational programs that promote their development. Supervise staff and maintain effective and positive communication with parents.

- Prepare a consistent schedule and routine for the children while incorporating the Catholic faith.
- Maintain a clean and healthy environment.
- Plan age-appropriate activities for young children and child development.
- Maintain a caring and nurturing attitude towards children.
- Communicate with staff and parents effectively.

Schedule and Routine

- Develop a routine within the classroom, focused on the Catholic faith. Incorporating catholic prayers before meals.
- Provide a consistent drop off and pick up routine for parents and children.
- Ensure the schedule and routine of the day adheres to licensing requirements.
- Maintain sign in and sign out documents per licensing requirements.
- Schedule appropriate meal and snack times for the children.
- Ensure cleanliness of the children through washing hands and mouth throughout the day, especially after snacks and meals.
- Adhere to licensing and safety regulations regarding diaper changes and frequency of diaper changes.

Maintain a clean and healthy environment

- Comply with licensing and safety regulations regarding the disposal of food and beverages.
- Adhere to licensing and safety regulations regarding the disposal of diapers and wipes.
- Create and maintain a routine of cleaning play and sleep areas in addition to the toys.
- In addition to the regular cleaning routine ensure these areas are sanitized when there is a confirmed contagious illness with one or more children.

Child Development.

- Support the parents with providing consistent age-appropriate development.
- Incorporate play-based learning for the children.



Caring and nurturing environment

- Provide positive responses to the children.
- Promptly address crying, hunger, and discomfort.
- Play with the baby during alert times, using age-appropriate toys that stimulate their senses.

Effective Communication

- Provide clear and positive communication with staff.
- Maintain positive and productive communication with parents.
- Comply with licensing and safety regulations regarding incidents and daily reports.
- Report any incidents to the Childcare Director.

Education and Experience:

- An associates degree with early childhood credentials.
- Five years' experience working in a childcare setting.
- Virtus - Protecting God's Children training.
- A solid understanding of age-appropriate activities for young children and child development.
- First Aid and Adult/Child CPR (training will be provided if needed).
- Excellent classroom management skills.
- Must be friendly, welcoming, and easily approachable to staff, parents, and have good telephone skills.

Work Schedule

The Little Shamrocks Daycare hours of operation is 6:30a.m. - 5:30p.m. This position will be scheduled hours Monday through Friday within the hours of operation. This is an at-will position with benefits and limitations as defined in the St. Patrick Parish Personnel Manual.

Compensation

The Parish compensation is an hourly rate based upon education and experience. Benefits of Life Insurance, Health Care Coverage, Retirement, Dental, etc. are according to Diocesan guidelines and the Parish Personnel Policy Manual.