OPEN POSITION
Childcare Attendant

Working at Grace Cathedral
Grace Cathedral is San Francisco’s Episcopal cathedral for everyone. Our mission is to re-imagine church with courage, joy and wonder in all that we do. Grace is a place of community, spiritual practice, social justice, music and the arts, offering beautiful services seven days a week and yoga on Tuesday evenings. We take courageous stands to advance environmental stewardship, citizen awareness, early education, gender justice, an end to gun violence, racial justice and care for seniors.

Grace Cathedral is an equal opportunity employer. We celebrate diversity and are committed to fostering and sustaining a welcoming and inclusive environment for all employees.

Position Summary
Caring for children at Grace Cathedral is sacred work. As such, Childcare Attendants show prompt attention to the needs of children in their care. This work includes playing with, feeding, changing diapers and reading to children from newborns to five-year-olds in partnership with a team of caregivers.

Childcare Attendants are hired by the Director of Children, Youth and Family Ministry with scheduling and direct on-the-job supervision by a Childcare Coordinator. Attendants are scheduled to work from 1 to 5 Sundays per month plus occasional Saturdays and during concerts and other special events and are guaranteed a minimum of 4 hours’ pay any time they report for a scheduled shift. Transportation or parking expenses with receipts are reimbursed up to $12/week.

Primary Duties and Responsibilities
- Demonstrate reliability and punctuality
- Set up the childcare space before children and parents/guardians arrive
- Provide a clean, safe and fun childcare environment; ensure safe play conditions and follow established security procedures; develop and implement activities for children and attentively watch and attend to the children
Check infants and children in and out and help parents and children feel safe and comfortable, orienting parents to procedures and maintaining positive rapport with parents/guardians

Serve snacks and change diapers

Provide simple first aid to children if injured and complete accident reports and inform parents/guardians and appropriate staff of accidents or injuries

Maintain clean environment; perform light housekeeping, body fluid cleanup and sanitize area as needed

Tidy up and return furniture to original positions and lock up at the end of each childcare session

Must have or obtain First Aid certification within 90 days of hire (the Cathedral will reimburse registration and travel costs with receipts)

It is each attendant’s responsibility to keep First Aid and Safe Church certifications current

**Required Qualifications, Skills and Experience**

- Alignment with the vision, mission and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals
- Must be at least 18 years of age; with a minimum of 1 year of experience providing childcare
- Knowledge of basic childcare and feeding as well as a demonstrated understanding of infant and child development
- Strong oral and written communication skills; able to speak, read and write English
- Sensitivity to diverse cultural backgrounds of children and their parents/guardians
- Flexible, collaborative and proactive with excellent judgment
- Able to work and communicate well with children and be patient and respectful towards them
- Able to move and react quickly to a variety of circumstances; able to sit, bend, kneel, lift up to 25 pounds
- Sexual offender and criminal background clearance required post-offer
- Safe Church training required post offer

**Application Procedure**

- Email letter of interest with résumé to jobs@gracecathedral.org
- Include position title in the email subject header
- No faxes or phone calls