



## ***Education and Formation Minister Position Description***

"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." ~ (Ephesians 2:10)

### **Position:**

***\*Education and Formation, Child Care Assistant***

### **Purpose of Position/Objective:**

- *The Child Care Ministry supports families in their faith journey by providing childcare opportunities, as needed, allowing families to engage more fully in faith formation opportunities.*
- *The Child Care Assistant provides childcare during Family Faith Nights and Catechist Formation Nights.*

### **Essential Duties and Responsibilities:**

- To provide welcoming and safe childcare
- Nurture, teach and care for the children in the nursery
- Maintain safety and cleanliness of all rooms and materials used for childcare
- Abide by childcare procedures and policies

### **Gifts and Qualifications important to this position:**

- Love of children and desire to care for them, as well as work with their parents
- Experience in child development or childcare/preschool setting helpful but not necessary
- Faith-filled, energetic, practicing Catholic with strong Christian values and sound vision; self-motivated and able to work alone without supervision, obtaining direction when needed
- Confidentiality, Integrity, Honesty
- Desire and ability to work closely with people in collaborative relationships with patience and understanding
- Must be able to multitask and watch several children at once, while maintaining order and safety
- Flexibility and professionalism at all times in working with people
- Complete Volunteer Screening, Code of Conduct, and Background Checks
- Physical demands
  - Must be able to lift small children up to 40 pounds
  - Must be able to see and hear children

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*Know and celebrate our Catholic Faith, Love God and our neighbor, Serve as disciples of Jesus Christ.*



**Commitment of time:**

*\*1.5 hours per session, 10 sessions*

**Formation and support provided:**

*\*Training and support provided by Child Care Coordinator in conjunction with Community and Volunteer Coordinator, as needed*

**Responsible to:**

*\*Community and Volunteer Coordinator, Becky Hanel*  
[beckyhanel@saintvdp.org](mailto:beckyhanel@saintvdp.org) cell: 612-812-9110

***All volunteers that work with youth and vulnerable adults are required to:***

***\*Complete VIRTUS training (live or online depending on individual)***

***\*Sign the Code of Conduct***

***\*Complete and pass a Background Check***

***These requirements are mandated by the Archdiocese of St. Paul & Minneapolis as prescribed by the U.S. Conference of Catholic Bishops.***