Childcare Provider

Job Description 2026

Friends Meeting at Cambridge welcomes families and children into our worship community. We want children to feel welcomed and valued in our community and grow in their spiritual experience. In order to live out those values, we are hiring two Childcare Providers to welcome and care for our children.

Friends Meeting at Cambridge (FMC) is seeking two individuals to serve as Childcare Providers for First Day School (Quaker Sunday School), and other Sunday activities, approximately 9am - 1pm on Sunday mornings. Childcare Providers coordinate with the Child & Youth Ministries Program Manager (Program Manager) and volunteer First Day School Teachers to prepare and later clean up the classrooms, to ensure that children are safe and well cared for, and to assist in the lessons and activities of the day.

The program is founded in Quaker values (examples: simplicity, peace, integrity, community, equality, and stewardship). The ideal provider would demonstrate knowledge of, or interest in learning about putting these values into practice in this position.

The Childcare Provider will be responsible for fostering a safe environment and upholding FMC's Child Safety Policy and Protocols.

Skills Necessary

- Previous childcare education or experience strongly preferred
- Ability to work comfortably with children aged 0 - 15 years
- Strong communication skills (schedule management, collaborating with community volunteers, supporting children)
- A positive and flexible approach, passion for learning
- Ability to work with diverse groups of children with broad developmental and neurocognitive abilities.
- Familiarity with Quaker faith and practice preferred but not required
- Adult, Infant, and Pediatric CPR/First Aid Required (FMC will provide reimbursement for certification)
- Ability to comfortably bend, kneel, keep up with groups of active children, and comfortably navigate stairs in the unlikely event of an emergency

Tasks / Responsibilities

Availability to be at 5 Longfellow Park, Cambridge on Sundays from about 9:00 a.m. – 1:00 p.m depending on the needs below:

- **9:00am** Arrive to prepare the classrooms, materials, and connect with the Program Manager through the following tasks:

    - Connect with the Program Manager to discuss planned curriculum and assist in assembling materials
    - Set up a snack station to provide snacks to children. Set up seating for students and teachers in FDS4 to prepare for circle time.
    - Go through the four classroom spaces to identify any tidying, disinfecting, restocking, or other preparations that need to be made.
    - Collaborate with the Program Manager to update chalkboards, signage, registration sheets.
    - Update sheets to reflect any low or empty supplies.
- **10:45am** Supervise flexibly throughout age groups during First Day School
    - Welcome children and families to Friends Meeting at Cambridge, inviting students to grab their nametags and a seat.
    - Participate in teaching or assisting in lessons by reading a story, leading music, mindfulness, or movement, games, or art projects that the provider is interested in as identified before the session begins.
    - Offer supervision while children play, engage in games with children, facilitate art activities, read books to children, etc.
    - Provide individualized support for students that are struggling to engage in the lesson, experiencing dysregulation, or have specific bathroom or other needs
- **11:45am** Close out First Day School and transition to free play until parents arrive
    - Supervise children during free time activities, identify opportunities to build connected relationships with students, provide support for children to play with one another
- **12:30pm** Debrief to share questions or suggestions, cleaning
    - Debrief
    - Cleaning: Disinfecting toys or surfaces in the four classrooms, put snacks from the session away in plastic bins, erase chalkboards, disinfect floors in FDS1, clean floors that might have food or other messes, bring trash bins into the hallway, putting away toys/games

Responsibility Overview

Responsible for:

- Coordinating your schedule directly with the Program Manager and notifying of absence as early as possible/ preference for two weeks in advance
- Maintain a safe and comfortable environment by supervising and engaging students in play, setting or enforcing boundaries for safety

Childcare Provider is not held responsible for:

- Preparation before Sunday morning
- Communication with volunteers or families outside of Sunday mornings
- Conversations with parent/caregivers about student behavior
- Making curriculum decisions
- Leading lesson content or classroom activities other than those the Childcare Provider is interested in

Supervision

This role is supervised by the Program Manager with input from the Staff and Administrative Manager.

Hourly wage: $26/hour

How to Apply

Email hiring@fmcquaker.org with your resume and cover letter.

Hiring Timeline

- Submit resumes & cover letters Friday Nov 6 - Sunday Dec 6th
- Zoom Interviews Monday Dec 7th - Friday Dec 18
- In person Monday Jan 4th - mid January
- Offers mid January