

Position: Childcare Coordinator

Principal Functions for this position:

Manages all childcare workers and the childcare ministry (Sunday-Saturday)

Reports to: Pastor of Children and Families

Regular Duties:

- Conducts interviews of potential childcare employees.
- Does hiring/firing of childcare employees in coordination with HR and Pastor of Children and Families.
- Makes sure all required paperwork is complete and on file for each childcare employee.
- Maintains time/payroll for all childcare employees and approves in payroll system by required dates.
- Trains all childcare employees and volunteers.
- Supervises all childcare employees and volunteers.
- Receives all childcare requests via email, mail box or voicemail.
- Schedules all childcare coverage for church events including Vacation Bible School.
- Provides any coverage needed if scheduled employees are not available or accounted for.
- Maintains current list of email addresses and phone numbers and availability for all childcare staff.
- Makes sure 4th floor childcare room is clean and up-to-date at all times.
- Keeps track of supplies needed for childcare and notifies Pastor of Children and Families when things need to be ordered.
- Reviews weekly church calendar to double check events.
- Maintains and implements Nursery Ministry Guidelines.
- Reviews policies and procedures with all parents and/or guardians or children under our care.
- Works with Pastor of Children and Families to communicate with and nurture families with children in childcare.
- Communicates with Pastor of Children and Families and Executive Director of Preschool around issues of shared space.
- Understands and enforces Safe Sanctuaries policies and procedures.
- Provides safe, clean, nurturing Christian care for children ages birth to 12.

Job Specification:

- Experience working with children
- Experience interviewing candidates
- Supervisory experience
- CPR/First Aid certification

Working conditions

- Must be able to coordinate work, constantly move about, able to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, kneel,

talk to and hear staff and parent requests, and also occasionally lift or carry or otherwise move and position objects weighing up to 40 pounds.

- Must have the physical capacity to quickly and safely evacuate a classroom should the need arise. Must be able to think and move quickly, to remain physically active throughout the day in order to address the needs of children.

STATUS/HOURS:

Non-Exempt/ salaried position; Part-time/10 hours average weekly. Every Sunday from 8:15am to 12:30pm and as needed. Occasional variations or exceptions occur.

I agree to abide by these requirements.

Signature Employee: _____ / ____/ ____