

**First United Methodist Church
Childcare Coordinator
Job Description**

Type of Employment: Regular, intermittent

Nature of Employment: Support Staff

Hours/week: 10 (varies significantly each week, typically busiest the last two weeks of each month for scheduling, in August for recruiting and in May for employee reviews)

Brief Description of Job Functions:

Recruits and hires/secures workers and volunteers for nursery and child care for Downtown and West Campus activities and events. Orients, trains and supervises all workers and volunteers. Schedules child care monthly for all church events on both campuses requiring childcare. Monitors nurseries, supplies and equipment.

Job Title of supervisor: Childcare Coordinator

Job Duties:

Contact staff and event coordinators monthly to determine dates, times for childcare.
Make a schedule for the following months childcare events. Recruit, assign and confirm workers and volunteers (texting and email is a must) to fill slots.
Make attendance sheets for the month's schedules to keep track of attendance.
Send or take schedule and attendance sheets to be posted at each location.
Keep track of attendance numbers to determine staffing needs and for the church office.
Work in the nursery as needed to fill gaps in the schedule.
Recruit volunteers.
Recruit workers, interview, check references, follow thru with employment paperwork and hire new workers as needed.
Orient all workers and volunteers.
Supervise all workers and volunteers.
Each May coordinate a yearly employee review. Meet with employees to go over review, and determine future plans (out of town for summer, graduating, etc.)
Write and revise as needed policies, procedures and job descriptions/duties.
Maintain toys, equipment safety and cleanliness of nursery and toys.
Inventory and purchase supplies and snacks.
(If a Safe and Sacred Spaces Trainer) Advertise, Coordinate and teach 1-2 Safe and Sacred classes per year. Encourage all volunteers and require all workers to go through the training. Follow Safe and Sacred Spaces requirements in scheduling and training workers and volunteers.

Minimum Job Qualifications: Outgoing and nurturing personality to connect with children, workers (college students and teenagers) and parents. Must be knowledgeable in child care, behavior and development. Ability to coordinate and supervise employees and volunteers. Ability to network and recruit workers and volunteers. Ability to text and computer access for email. Completion of Safe and Sacred Spaces Training (worker and possibly instructor) – may be completed after hire.