

Gay Street UMC – Child Care Coordinator

Job Description

Position Overview:

The Child Care Coordinator position is responsible for providing hands on supervision of nursery and toddler room. This position is responsible for introducing God's love to the children, scheduling volunteers, maintain supplies and offering hands on supervision to the nursery and toddler room every Sunday and possible Wednesday evenings. It is important to identify and recruit gifted servants to employ as partners in team ministry that care for the spiritual growth and well-being of all children and youth Gay Street UMC serves.

PURPOSE:

- Introduce Christian teaching to the children.
- Supervise and provide care for children, infants through kindergarten.
- Maintain supplies for and upkeep of both the crib room and the nursery room.

QUALIFICATIONS:

- Have a high school diploma, working knowledge of child development; relate well with all ages.
- Must have, or be willing to obtain, first aid/CPR certification (must include child/infant) in a timely manner.
- A background check must be completed favorably.
- Three references must be provided.

ACCOUNTABILITY:

- The Child Care Coordinator shall be selected and appointed by the Staff-Parish Relations Committee in consultation with the ministry staff. The Child Care Coordinator will work with the Director of Children and Youth Ministry and report to the Lead Pastor.

RESPONSIBILITIES:

- Be welcoming and loving to all who enter the nursery – children, parents, and teen volunteers.
- Ensure that parent/designated adult signs the child/children in and out of the nursery and distribute the Parent Handbook accordingly.
- Maintain an informational card for each child.
- Within reason, cooperate with the wishes of the parents. This includes checking with parents about diaper changing preferences.

- Abide by the Safe Sanctuary policy at all times.
- Be able to work as a team, sharing duties and cooperating with other nursery volunteers.
- Clean the nursery. After each use, clean toys used by children. Deep clean the nursery every two months.
- Work with a flexible schedule. This includes being available on weeknights and occasional Saturdays as necessary. It also involves being available on holidays (e.g., Christmas and Easter, or other holidays when they fall on a Sunday).
- Provide a safe environment through appropriate, positive, loving discipline when necessary.
- Create an atmosphere where Christian teaching/spiritual development can take place by being willing to pray, read Bible stories, and model loving Christian behavior.
- If facility needs arise, communicate those needs to the office staff or building manager.
- Participate in training events when necessary, and all-staff gatherings when offered.
- Schedule and coordinate nursery staffing and communicate schedule to Children and Youth Ministry, Office Administrator and Lead Pastor.
- Secure a qualified substitute(s) in the event of his or her absence.

EVALUATION:

- The Child Care Coordinator shall be evaluated annually by the Staff-Parish Relations Committee in consultation with the Lead Pastor.

***All Staff must be able to pass a background check and be Safe Sanctuary Trained**

Hours: Part-time starting at 3-5 hours per week

Rate of compensation TBD