

Westminster Presbyterian Church

Job Description

Job Title	Child Care Coordinator
Department	Program Staff
Reports To	Director of Children and Family Ministries
Date	2/10/22
Overall Responsibility The Childcare Coordinator's overall objective is to provide children with a safe and nurturing environment in the nursery in order to enable parents to participate in the ministries and activities at the church.	
Key Tasks and Responsibilities - Ensure adequate childcare coverage for Sunday worship services and other groups or events requiring childcare. - Prepare and distribute monthly childcare schedules to paid staff and volunteers. - Act as the point of contact for groups requesting childcare and fulfill requests. - Maintain and update information for all paid staff and volunteers. - Actively recruit, screen, schedule, and guide parent/congregational volunteers for childcare. - Review written childcare policies and procedures with paid staff and volunteers. Make recommendations for appropriate updates as necessary. - Be present in the nursery on a regular basis to observe staff, help train workers, resolve any issues, and obtain feedback from paid staff and volunteers. - Review applications and conduct interviews in cooperation with the Director of Children and Family Ministries when hiring new paid staff members. - Review and sign timesheets for paid staff. - Greet parents and children, answer questions, and give tours to new families to explain security and general procedures. - Maintain up-to-date and accurate information for all children who regularly attend childcare. - Maintain a clean and orderly environment in the nursery. - Monitor and order nursery supplies as needed while working within the childcare budget. - In cooperation with the Director of Children & Family Ministries, ensure that children in Child Care (particularly Sunday Child Care) have regular times of engagement with Bible stories and expanded learning and spiritual growth opportunities. - Perform other duties as assigned by supervisor.	
Skills and Attributes - Strong verbal and written communication skills - Ability to work both independently and with others - Proficiency in email communication and Microsoft Word - Strong organizational skills	
Education/Experience - High school diploma or equivalent - Bachelor's degree or equivalent professional experience preferred - Experience in childcare or education preferred	
Approvals Employee: _____ Date: _____ Supervisor: _____ Date: _____	