

# Westminster Presbyterian Church

## Job Description

<b>Job Title</b>	Child Care Coordinator
<b>Department</b>	Program Staff
<b>Reports To</b>	Director of Children and Family Ministries
<b>Date</b>	2/10/22
<b>Overall Responsibility</b> 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.	
<b>Key Tasks and Responsibilities</b> <ul style="list-style-type: none"> <li>Ensure adequate childcare coverage for Sunday worship services and other groups or events requiring childcare.</li> <li>Prepare and distribute monthly childcare schedules to paid staff and volunteers.</li> <li>Act as the point of contact for groups requesting childcare and fulfill requests.</li> <li>Maintain and update information for all paid staff and volunteers.</li> <li>Actively recruit, screen, schedule, and guide parent/congregational volunteers for childcare.</li> <li>Review written childcare policies and procedures with paid staff and volunteers. Make recommendations for appropriate updates as necessary.</li> <li>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.</li> <li>Review applications and conduct interviews in cooperation with the Director of Children and Family Ministries when hiring new paid staff members.</li> <li>Review and sign timesheets for paid staff.</li> <li>Greet parents and children, answer questions, and give tours to new families to explain security and general procedures.</li> <li>Maintain up-to-date and accurate information for all children who regularly attend childcare.</li> <li>Maintain a clean and orderly environment in the nursery.</li> <li>Monitor and order nursery supplies as needed while working within the childcare budget.</li> <li>In cooperation with the Director of Children &amp; 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.</li> <li>Perform other duties as assigned by supervisor.</li> </ul>	
<b>Skills and Attributes</b> <ul style="list-style-type: none"> <li>Strong verbal and written communication skills</li> <li>Ability to work both independently and with others</li> <li>Proficiency in email communication and Microsoft Word</li> <li>Strong organizational skills</li> </ul>	
<b>Education/Experience</b> <ul style="list-style-type: none"> <li>High school diploma or equivalent</li> <li>Bachelor's degree or equivalent professional experience preferred</li> <li>Experience in childcare or education preferred</li> </ul>	
<b>Approvals</b>  <div style="display: flex; justify-content: space-between;"> <div>Employee: _____</div> <div>Date: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Supervisor: _____</div> <div>Date: _____</div> </div>	