

Early Childhood Coordinator
First Unitarian Church of Rochester, NY

First Unitarian Church, a progressive, inclusive, and engaged congregation in Rochester, NY, is seeking a part-time, hourly **Early Childhood Coordinator**.

This role reports to the Director of Religious Education. The total 4.5 hours are on Sundays from 9:00am- 12:30pm, Late August- June, with the additional hour flexible for newsletter writing and supervision.

As Early Childhood Coordinator, you will be responsible for providing safe, loving, consistent childcare and UU teaching for young children. Everything we do here is driven by our congregation's mission, vision and ends (rochesterunitarian.org/mission-ends/).

Key Responsibilities

1. Ensures a clean and safe environment for infants, toddlers, and three to four year-olds. Groups will be outside as much as possible.
2. Provides loving care, assurance, and age-appropriate engagement reflecting Unitarian Universalist values.
3. Follows procedures outlined in First Unitarian's Child Care Procedures, ensuring appropriate staffing ratios and attendance logs.
4. Maintains welcoming and cooperative relationship with parents, including weekly newsletter communication.
5. Prepares materials for Pre-School curricular group; leads either Pre-school or Infant/Tot room.

Position Requirements

- High School Diploma required.
- Understand early infant/toddler/preschool development with experience in teaching, childcare, or parenting young children.
- Supervisory / safety skills (CPR/First Aid- training provided).
- Must pass our standard background check and be fully vaccinated for COVID-19.

Core Competencies

- **Self-Differentiation and Resilience:** Demonstrates relatively non-anxious presence and appropriate personal boundaries in relationships; Learns from adversity and failure; copes effectively with change; can operate effectively without having the total picture.
- **Interpersonal relationships** - Enjoys working collaboratively as part of a team and creating an atmosphere conducive to teamwork with a variety of personalities, paid and volunteer. Has the ability to communicate succinctly and clearly in writing and speech.
- **Willingness to Engage Conflict:** Leans into relationship when conflicts arise, seeing conflicts as opportunities to deepen; demonstrates range of conflict management skills to read situations quickly, listen, and engage others in crafting mutual solutions; apologizes when appropriate.
- **Effective Management** - Be able to prioritize and perform multiple tasks; can anticipate and

adjust for problems and motivate others to assist. Able to work creatively and agilely in a sometimes chaotic environment and to take initiative in problem solving. Able to conceive of systematic solutions to recurring needs and think strategically and long-term.

Start Date: Aug. 22nd ideal

Reports to: Director of Religious Education

Compensation: \$17-20/hr.

Deadline for applications: Interviews by August 14th; open until filled

People with disabilities, BIPOC, and LGBTQ+ candidates are encouraged to apply. First Unitarian Church is committed to developing a diverse and talented staff team. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire. **Send resume or questions to Sheila Schuh, Director of Religious Education at SheilaS@rochesterunitarian.org**