

JOB DESCRIPTION OF CHILDCARE COORDINATOR

Title: Childcare Coordinator (Paid)

Importance of Position: Each time an infant or child is baptized at UPC, the congregation makes a promise to provide nurture and care for the child and the parents. The nursery helps the congregation provide Christian nurture and pastoral care. The Childcare Coordinator provides leadership to the nursery caregivers, coordinating scheduling and communication.

Responsibilities & Duties: The Childcare Coordinator is responsible for the following:

- Developing and maintaining a staffing schedule for the nursery.
- Communicating the current staffing schedule to nursery caregivers and Director of Christian Formation.
- Communicating with Children's Ministry Team or Director of Christian Formation about needs and concerns arising with nursery staff (for example, training, pastoral prayer, logistical needs like room cleaning, particular scheduling challenges, concern for staff behavior, etc.).
- Assist caregiver in finding a substitute (if scheduled caregiver contacts you for assistance). You may choose to fill a nursery caregiver shift yourself, recruit a Children's Ministry Team member as a volunteer, or report a staffing gap to the Director of Christian Formation. Report any known repeated problems with last-minute work cancellations or tardiness of nursery staff to Director of Christian Formation.
- Coordinate with Director of Christian Formation to arrange for staff mentoring and introduction of new nursery staff to children and nursery operations.

Time Required: The Nursery Coordinator is a part-time position which can be fulfilled from home as well as on the church property. The time required is heavier at the beginning of Sunday School semesters when Nursery Caregiver schedules are being developed.

Skills needed: Love of children and their families. Organization. Responsiveness to email and voice communications about scheduling needs. Reliability. Ability to gain the trust of Nursery Caregivers, children, parents, and church staff. Ability to develop and maintain a Nursery Calendar which takes into consideration the availability of Caregivers and the regular and special nursery needs of the church. Professional and reliable email and phone communication.

Training Required: According to Policies of the Session, UPC will conduct a criminal background check on all staff and volunteers working with children and/or youth. Staff must also complete a one hour Safeguard training about preventing and reporting child abuse as well as an orientation/training session at the beginning of each year and additional continuing education in-services, as needed and/or as requested by the Children's Ministry Team.

Support and Relationship to Staff and Church: The Childcare Coordinator reports to the Director of Christian Formation and receives training and support from the Children's Ministry Team, and occasionally from the Staff Oversight Ministry Team.

Compensation: \$100 per month is paid to the Childcare Coordinator. This position can be combined with the Nursery Caregiver staff position which receives hourly compensation.