

CHUM Childcare Coordinator
Job Description
College Hill United Methodist Church

Job Title: Childcare Coordinator

Function: The Childcare Coordinator's mission is to provide a safe, enriching environment where children experience God's love. This is accomplished through implementing age-appropriate curriculum and scheduling childcare workers for worship, children's programming, and special events.

Hours: Part time (4-7 hours per week) including but not limited to:

- Sunday mornings
- Wednesday evenings
- Christmas, Easter/Holy Week and Independence Day weekend as scheduled
- Other special events as scheduled
- Time as appropriate to fulfill the requirements of the position

Compensation:

- Hourly, commensurate with experience and education

Reports to: Director of Children's Ministry

Supervises: Childcare workers

Responsibilities:

- Prepare and teach structured, age-appropriate lessons about God and God's Love in the nursery during Sunday worship time.
- Supervise free playtime in the nursery setting.
- Provide interactions that develop infants and children socially and emotionally.
- Schedule childcare workers for Sunday mornings, Wednesday evenings and other special events.
- Communicate and coordinate with the Director of Children's Ministry to appropriately staff care for special events for children aged six weeks to fourteen years, ensure adequate facilities for events, and implement age-appropriate activities.
- Ensure childcare workers clock-in and clock-out with accurate times using the provided timecard. Sign off on the timecards weekly and submit them to the Director of Children's Ministry monthly.
- Complete (each summer) an annual deep cleaning of the nursery.
- Ensure childcare workers comply with the nursery handbook.
- Other duties, as assigned by supervisor.

Qualifications:

- Demonstrable knowledge and experience working with children aged 6 weeks to fourteen years.
- Willing to develop new skills, and exhibit initiative to learn new skills.
- Exhibit strong communication skills and the ability to manage the performance of childcare workers.
- Capacity to cultivate positive, cooperative relationships with families.
- Maintain an amiable relationship with the pastor, staff and congregation.
- Constructively and appropriately manage conflict situations.