

Job Description

Early Childhood Coordinator

SUMMARY

The Early Childhood Coordinator is a Christ-centered leader, who desires to share Jesus' love with children, infant through Pre-Kindergarten, and their families. He/she understands the needs and dynamics of the children and caregivers/teachers in the church setting, and collaborates with Children's staff and volunteers to oversee the administration and implementation of all childcare programs and policies for our youngest members.

ACCOUNTABILITY

Accountable to Associate Pastor of Families

SUPERVISION

Supervised by Children's Director

RESPONSIBILITIES

1. Childcare Programs, Classes and Relationships

- Provide developmentally appropriate activities/curriculum, and an interactive, fun, and structured environment in which children and parents feel welcome on Sunday mornings and at other all-church events as scheduled.
- Nurture positive relationships with parents, grandparents, and guardians and educate them on childcare policies and procedures.
- Create, as needed, and implement SPC childcare policies and procedures, ensuring consistent, safe, nurturing, and Christ-centered childcare.
- Serve as a resource to leaders of SPC mid-week children's programs (e.g., MOPS, GROW and VBS) to provide training in childcare policies and procedures.
- Create welcome information and procedures for new infants and parents, and for visitors at SPC.

2. Volunteers and Paid Staff

- Recruit, train, and supervise all volunteer and paid childcare workers for Sunday mornings and other all-church events requiring childcare.
- Assist with the interview/hiring process to seek qualified paid staff.
- Train staff in all SPC childcare procedures and policies, including but not limited to room maximums, child to adult ratios, adult to student staff ratios, paid to volunteer staff ratios, safety procedures, evacuation procedures, care of sick or hurt children, registration system, etc.
- Evaluate workers consistently and fairly. Immediately notify the Children's Director when there is a personnel concern, problem or incident.

3. Administrative Tasks & Facilities

- Schedule and calendar childcare coverage and facility use for church functions that have met the childcare policy requirements. Complete necessary forms on a timely basis.

- Maintain worker time sheets and collect necessary employee information required, turning information into the Children's Administrative Coordinator on a timely basis.
- Maintain order in the infant and toddler rooms, clean cribs, toys and equipment in the rooms after each use.
- Communicate regularly with childcare workers and the Children's Director/Admin. Coordinator concerning childcare staffing, scheduling, and facility use.
- Attend Children's Department weekly staff meeting and an occasional retreat.

QUALIFICATIONS

- A professed commitment to Jesus Christ demonstrated through Christian growth and lifestyle.
- Organized, excellent interpersonal skills, a self-starter with strong management and leadership skills; ability to assess situations, make decisions, and maintain confidentiality.
- Experience in childcare, a genuine love for children and a willingness to meet their physical, spiritual, and emotional needs.
- Ability to build positive relationships with parents, co-workers, and supervisors.
- Maintain a clean and orderly environment.
- Available to work at scheduled times and receive required training (CPR/First Aid).
- Must submit and pass a national background check.
- Preferred proficiency in Microsoft Office programs.

HOURS

Part-time or Full-time (amount of hours per week is negotiable); non-exempt; Includes Sunday mornings, some weekends and some holidays