

FORT COLLINS FIRST UNITED METHODIST CHURCH

1005 Stover Street, Ft. Collins, Colorado

JOB TITLE: Child Care Coordinator	SUPERVISOR: Director of Children’s Ministry
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COMPENSATION	Work Schedule/Hours
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Salary:	10 hours per week
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Job Description (Prime responsibilities indicated):

1. Coordinates all child care scheduling of workers for pre-school teachers and parents who need to drop off their kids when they teach or helping pre-school classes, weekly church activities, services and special meetings or needs. (Current coordinator is scheduling childcare workers for pre-school too)
2. Serves as contact person for church ministry leaders and staff to contact regarding scheduling child care needs and cancellations of scheduled child care.
3. Communicates with all church groups regarding child care policies and insures that childcare guidelines and safety procedures are being met.
4. Calculates and reports bi-monthly payroll of childcare workers to Business Manager.
5. Prepares annual budget and submits to Business Manager.
6. Coordinates and summarizes a parent evaluation process annually. Results are to be presented to Director of Children’s Ministry.
7. Purchases supplies and equipment for child care needs.
8. Monitor safety of equipment and replace when needed.

Responsibilities to the Child Care Staff:

1. Supervises and monitors staff. Including, but not limited to discussing concerns, annual reviews and ongoing feedback.
2. Responsible for the hiring process and training of all new employees. Including, but not limited to advertising openings, interviewing, checking references and processing background checks.
3. Responsible for ongoing training of new and existing employees. Including, but not limited to orientation for new staff, overview of the childcare policies and procedures, overview of general church policies and training.
4. Provide a monthly schedule to childcare workers by estimating number of children attending event based on established worker to child ratios.
5. Schedule and coordinate bi-annual training for childcare workers, including, but not limited to CPR and First Aid training.
6. Maintain current and past employee records in a confidential manner.
7. Establishes and enforces Safe Sanctuary policies.
8. Conduct annual evaluation of childcare workers.
9. Other duties as assigned.

Job Qualifications:

1. Strong experience in child care in a Christian Church environment.
1. Educational background in education or early childhood development is desirable.
2. Ability to supervise, hire and mentor child care staff.
3. Strong managerial skills.
4. Ability to communicate with children and adults.
5. Flexibility to work at home or church as needed.