

Position Description

Date: July 11, 2017

Job Title: Child Care Coordinator

Position Reports To: *(Title)* Director of Religious Exploration

Positions Reporting To This Job: Other child care workers, including nursery

Incumbent(s): *(if applicable)*

Status: Part Time As Needed

Position Summary: The Child Care Coordinator directly provides care and age-appropriate activities for children birth-12 for worship services and other events and programs. The role includes coordinating nursery and child care staff and volunteers (both referred to as “childcare workers”) to provide a minimum of two workers for each worship service, event or program covered, with one person age 21 or older.

Essential Duties and Responsibilities:

1. Monitor the child care reservation email to be aware of requests for child care coverage at events or programs and to keep track of reservations.
2. Plan age-appropriate activities for children when child care is provided.
3. Maintain sign-in and sign-out of children in childcare and nursery.
4. Request supplies as needed.
5. Ensure clean and orderly appearance of the nursery.
6. Communicate with parents as needed.
7. Keep supervisor informed of issues and concerns related to the nursery and child care
8. Be available Sunday mornings, evenings and weekends to provide child care as needed as often as possible, or have regular, committed Sunday morning child care workers.
9. Schedule nursery and child care workers to ensure adequate coverage.
10. Recruit, train and supervise nursery and child care workers.

Knowledge, Skills and Abilities Required:

- Ability to communicate with clarity and sensitivity.
- Ability to work effectively with volunteers.
- Ability to supervise the work of nursery and child care workers.
- Ability to manage schedules and details.
- CPR and first aid training.
- Experience caring for infants and young children.

Competencies Required:

- Trustworthiness
- Honesty
- Dependability
- Maintains confidences

- Positive attitude
- Proactivity and resourcefulness
- Problem-solving ability
- Team orientation
- Respect for UUA principles and support of the UUCF mission.

I have read and understand the responsibilities and tasks outlined in this job description and am able to perform them as described.

Employee Name: _____ Date Hired: _____

Employee Signature: _____ Date Signed: _____