

Childcare Supervisor
Christ Church United Methodist

September 2008

VISION OF CHILDREN'S MINISTRIES

To nurture the faith of children and their families through worship,
Christian education, fellowship and outreach

POSITION OVERVIEW:

The Childcare Supervisor serves as the coordinator of all nursery and childcare situations for children ages birth-5th grade. It is a hands on position. The supervisor will ensure staff is available to meet child care requirements; yet, must be willing to take on the role of child care worker when needed. The supervisor will manage a staff of approximately 10-12 childcare workers. The position requires approximately 20 hours of work each week including Tuesday and Thursday from 9am-12 pm, Wednesdays from 5-8 pm, and Sunday from 7:45-12:45 pm. Remaining hours will be discussed and agreed upon with the Director of Children's Ministry, but once determined, hours would be consistent each week.

RESPONSIBILITIES:

1. Recruit, train, and supervise paid staff for nursery and childcare. This includes Sunday mornings (7:45 am-12:45 noon,) Wednesday evenings, and other times as needed for church-sponsored events. This also includes creating a monthly childcare calendar, managing the time sheets for payroll, and evaluating childcare staff performances annually. Work with the Early Childhood Ministry Team (ECMT) to develop a nursery staff retention plan.
2. Coordinate and manage nursery and preschool volunteer rotation schedules for Sunday mornings.
3. In conjunction with the Early Childhood Ministry Team (ECMT), develop and publish safe nursery procedures and practices under the Safe Sanctuaries Guidelines.
4. Ensure that all childcare staff are appropriately trained in CPR, First Aid, and all nursery safety procedures through bi-monthly training sessions.
5. Communicate regularly with parents, nursery staff and other church staff through the newsletter, bulletin inserts, meetings with parents, bi-monthly bulletin boards, the website, e-mails, and mailings.

6. Manage physical facilities of nursery and preschool rooms, which includes purchasing and maintaining childcare equipment, consumable supplies, and age-appropriate toys, in cooperation with the Weekday School. Also manage the children's supply room.
7. Develop and oversee budget for nursery department in conjunction with Director of Children's Ministries and Early Childhood Programming Coordinator.
8. Attend weekly meetings with Director of Children's Ministries.
9. Participate in Early Childhood Ministry Team meetings.
10. Other duties as requested by the Director of Children's Ministries.

REPORTING:

Reports to the Director of Children's Ministries

HOURS:

This position is a part-time (20 hours/week) position. Pay is bi-weekly.

Required hours include:

- Sundays from 7:45 a.m. - 12:45 p.m.
- Wednesday evenings during the school year from 5:00 p.m. - 8:00 p.m.
- Tuesday and Thursday mornings from 9am- 12pm.