

Child Care Coordinator

Position Description

- Title:** Child Care Coordinator
Support Staff Status – Part-time 10 hours/week \$6,000 annual salary
- Purpose:** To maintain a schedule of church events for which caregivers are required, and to see that an adequate number of caregivers are available for each event. To employ, train and supervise paid child caregivers as well as volunteer caregivers who provide the child care during all church functions.
- Accountability:** Accountable to the Church Educator and the Session of Second Presbyterian Church.
- Relationships:** To meet regularly with the Children’s Ministry and serve as a staff resource to the Child Care Committee. Work with the Church Educator and the Church Business Administrator as appropriate.
- Responsibilities:**
- Be present as Sunday a.m. Coordinator (8:00 – 12:30) 48 of 52 Sundays, leaving a “head caregiver” in this Coordinator role when not present.
 - Secure caregivers for all scheduled meetings and special occasions.
 - Coordinate parent-volunteer childcare program.
 - Interview and hire qualified paid caregivers according to the child care policies of Second Presbyterian Church.
 - Work with the Church Educator to create and facilitate a training workshop for new and current caregivers.
 - Conduct written evaluations for paid caregivers according to the child care policies.
 - Monitor and purchase necessary baby care products and supplies for child care rooms.
 - Complete authorized child care training course within six months of being hired as well as become CPR certified.
- Evaluation:** A review will be conducted after the first six months and annually thereafter. Performance will be evaluated in the following areas, but will not be limited to
- Effectiveness in meeting job description and duties
 - Adherence to all child care policies
 - Organizational skills
 - Reliability
 - Interaction with the children and their families.