

**FIRST PRESBYTERIAN CHURCH  
CHILDCARE COORDINATOR  
Part-Time up to 5 hours a week, \$20/hr**

**PRIMARY JOB:** The Childcare Coordinator maintains the nursery and toddler rooms of the church as safe and caring environments for children of church members and visitors.

**SPECIFIC JOB RESPONSIBILITIES:**

- Schedule child care workers covering 8:45-11:15 am.
- Communicate with child care employees monitoring reported absences, unexcused absences, and late arrivals.
- Supervise the child care on Sunday mornings making sure child care employees implement the safety and check-in procedures.
- Maintain required paperwork for family registration and emergency contact information, and incident reports for any child injuries.
- Submit bi-weekly payroll hours to Ann Petry in the church office.
- Replenish and restock supplies in the nursery and toddler rooms, notifying Patty F in the church office when supplies need to be purchased. Parents are to supply any snacks their child might need.
- Train and supervise new child care employees.
- Weekly report to supervisor on readiness for Sunday, as well as keeping supervisor apprised of any sudden changes.
- Any absence must be reported/explained to the supervisor within three days (if possible). Any unexcused absence will result in employment being terminated.

**JOB REQUIREMENTS:**

- Demonstrate a personal relationship with Jesus the Christ
- Experience working in a child care setting with young children
- Experience supervising other individuals
- Good communication skills

**Supervisors:**

- Chair of the Children's Ministry Committee and Associate Pastor for Discipleship

*Updated April 2024*