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| SALEM LUTHERAN CHURCH JOB DESCRIPTION |
|  | **DATE PREPARED:** March 2018 |  |
| **JOB TITLE:** Child Care Coordinator | **JOB CODE:** N/A |  |
| **POSITION REPORTS TO:** Pastor and Children’s Ministry Team Leader | **FLSA STATUS:** Non-Exempt; Part-time |
| **JOB PURPOSE/NARRATIVE:** The purpose of this job is to coordinate, schedule and supervise childcare for infants and children during all worship services, “all-church” functions and other special events of the church and its various ministry teams. The position is responsible for the safety and well-being of children under their supervision, will perform general housekeeping functions and maintain a clean and safe nursery. Childcare services will be provided for Sunday morning services, Wednesday evenings, various ministry team meetings, choir practices and concerts, adult classes, small groups and workshops. Sunday morning and Wednesday evening services are set by a recurring schedule, other needs are sporadic throughout the month and may vary month to month. This is a part-time position requiring a commitment of generally 8-10 hours/week. |
| **SUPERVISORY RESPONSIBILITIES:** Responsible for supervising volunteers and youth childcare helpers. |
| **RESPONSIBILITIES:** * Provide safe, loving and hygienic childcare for children, being physically present in the nursery during Sunday worship services and at all times where childcare services are required for other church-related events, meetings and functions.
* Maintain visual and auditory supervision of children under their care at all times.
* Recruit and train volunteer childcare providers; schedule volunteer help for all church functions needing childcare, ensuring that at least two (2) childcare providers are available for each function.
* Either personally or by coordinating volunteers, attend to the physical needs of the nursery and childcare areas, including:
* Weekly light cleaning of the nursery
* Weekly laundering of used linens
* Weekly cleaning and disinfecting of toys in the nursery
* Maintain supplies (snacks, diapers, wipes, disinfectant, etc.) which items are purchased by the Church.
* Notifying the Property Team of any necessary custodial or maintenance services
* Make recommendations to children’s ministry team of any needed replacements, repairs, and/or expansion or improvement of facilities
* Prepare and disseminate childcare policies for volunteers and parents.
* Organize age appropriate games and activities to keep children engaged and safe.
* Complete and report accidents or injuries occurring under their supervision.
* Maintain all appropriate attendance logs, paperwork and other records.
* Communicate and coordinate with the pastor, staff and lay ministry teams as needed to support the mission of the Church.
* Other duties as assigned.
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| **WORKING CONDITIONS/EXPOSURES:** Physical activities while interacting with children and infants during church services, programs and events requiring physical ability, strength and stamina to supervise and play with children. |
| **BEHAVIORAL REQUIREMENTS:** Excellent communication skills; positive Christian attitude; flexibility; strong service orientation and inclusive personal style. |
| **MENTAL REQUIREMENTS:** Aptitude for and strong desire to work with infants and children. Knowledge of State child care laws and procedures as well as applicable Salem Lutheran Church policies and procedures.  |
| **PHYSICAL DEMANDS:**  Occasional work in an office environment but the position primarily requires being active with children and infants during services, programs and events; standing for long periods of time; the ability to adjust from sitting to standing with ease; ability to lift and carry 30 lbs; and visual and auditory acuity to monitor children. |
| **OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Must be at least 18 years of age and no longer in high school at the time of employment.Familiarity with the traditions and teachings of Christianity, or willingness to learn.Knowledge of age appropriate needs for children 0-4 years of age, and ability to adapt and interact with a variety of personalities/characteristics common to children in this age group.Current American Heart Association (AHA) CPR training for infants and children or the ability to become certified prior to commencing work.Knowledge of and ability to apply hygienic practices in dealing with children and maintaining clean and safe facilities.Solid organizational skills and the demonstrated ability to train and manage volunteers and implement effective scheduling practices.Willingness to maintain a flexible work schedule and commitment to meet the child care needs of the Church on an “as needed” basis.Ability to keep confidential information with discretion, communicate effectively and handle sensitive issues tactfully. Ability to maintain accurate records and reports as requested.Completion of a full background investigation prior to hire. |
| **EDUCATION:** Require high school graduate or GED; prefer an associate or bachelor degree in early childhood education, elementary education or similar degree, or an equivalent combination of experience and education. |
| **EXPERIENCE:** Three (3) years of demonstrated experience working with, and responsible for the safety and well-being of, children 0-4 years as a teacher, teacher’s aide or child care provider either on a professional or significant volunteer basis. Specific training in child safety and child development preferred. |
| **POSITION CONTENT:** The work is performed with the need to exercise independent judgment and action required to provide a safe and hygienic childcare program. This job description and accompanying job requirements is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills or working conditions associated with the position. While is it intended to accurately reflect the position activities and requirements, Salem Lutheran Church reserves the right to modify, add or remove duties and assign other duties as necessary.  |