



Ankeny First United Methodist Church PART-TIME CHILDCARE COORDINATOR JOB DESCRIPTION

PRIMARY FUNCTION: To organize and supervise the childcare and nursery ministry during worship services (ages 0-3 years), fitness classes, meetings, or other activities (ages 0-5 years). To hire and oversee childcare providers.

QUALIFICATION: A degree or experience in education, or childcare is preferred but not required.

SPECIFIC SKILLS AND QUALITIES:

- Demonstrates commitment to Jesus Christ and the mission of the church including our Method of Worship, Connect, Respond.
- Demonstrates knowledge and understanding of infants & toddlers, their needs and development.
- Experience in effectively working with young children, primarily of infant and toddler ages.
- Demonstrates effective communication skills with people of all ages.
- Demonstrates ability to recruit, train and retain childcare workers.
- Demonstrates organizational skills.
- Reliability and dependability
- Demonstrates positive, warm, cheerful manner.
- Demonstrates flexibility

DUTIES

- Recruit, train and facilitate volunteer nursery and childcare workers.
- Provide ongoing training and evaluation of childcare workers.
- Participate actively in the care of the children when needed.
- Work with Children's Ministry Director to provide faith based, age appropriate activities for children in the nursery on Sunday mornings or other special worship services.
- Organize a weekly work schedule for each hour of nursery needs.
- Collect and review time sheets of paid child care providers and turn them in to the Finance Office at the end of each pay period.
- Inspect toys regularly for safety, cleanliness and working order.
- See that necessary supplies are on hand (diapers, cleaning supplies, etc.).
- Maintain open communication with parents concerning their child(ren)'s needs, requests for changes, or concerns.
- Inspect furniture/equipment regularly and request repairs or new equipment as needed.

DIRECTION RECEIVED FROM AND REPORTS GIVEN TO: Children's Ministry Director

SUPERVISION GIVEN TO: Childcare providers in the nursery and childcare rooms.

HOURS OF WORK: 6-10 hours/week