

Ss. John and Paul Catholic Church

Job Description

Job Title: Child Care Coordinator
Department: Faith Formation
Reports To: Director of Faith Formation
FLSA Status: Part-time, Non-exempt

Summary

The Child Care Coordinator will work closely with the Faith Formation Office Assistant or Parish Office Manager to schedule child care volunteers for various faith formation gatherings held at the parish, including, but not limited to, the intergenerational faith formation program, sacramental preparation meetings, RCIA and marriage enrichment activities. The majority of the work will be done at home, using email and phone calls.

Essential Duties and Responsibilities

- Schedules volunteers for faith formation-related functions based upon a list of activities provided monthly. Provides follow-up reminders to volunteers prior to each event. A list of children needing child care, with ages and parent/guardian names, will be provided to the Child Care Coordinator at least 24 hours prior to each function. Cancels volunteers prior to event if no one has requested child care for that event. Coordinator must be available to assist if not enough volunteers are found, or if a volunteer cancels.
- Provides a list of volunteers for each function to the Faith Formation Office Assistant and/or Director of Faith Formation to be posted on the bulletin board in the child care room.
- Maintains a list of volunteer child care workers and contact information from names provided to the Coordinator from various sign-up opportunities throughout the year
- Provides training for new volunteers in child care skills as well as procedures specific to the Ss. John and Paul child care area. Younger volunteers are strongly encouraged to take a certified babysitting class; adult volunteers are also required to go through VIRTUS training if spending three hours or more per month working with children. Coordinator is responsible for supplying names of volunteers needing VIRTUS training to the Business Manager. Child Care Coordinator will make the determination if a volunteer is appropriately trained and responsible enough to participate in this ministry.
- Designs an activity for the 4-5 year olds to be used during the intergenerational faith formation gatherings. Examples may include a suitable video, a book or coloring activity.
- Snacks and drinks are typically served to the children during events lasting longer than an hour. Coordinator ensures that all foods are kept in an air-tight container and disposed of as necessary; that snacks are in good supply by checking monthly or after a larger function; purchases snacks using the Wal-Mart debit card or Hy-Vee charge card; turns in receipts to business manager to ensure timely payment of invoices.
- Arranges for, or has adult volunteer arrange for, sign-in sheets and name tags for each function. Maintains a log of services provided and an instruction binder for the child care area.
- Responsible for organizing child care area and cleaning toys on an as-needed basis. Assembles a team of volunteers at least annually to clean and organize the rooms and toys.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Degree in Early Childhood Education, certification in child care program, or two years' experience in a child care setting, or combination of the above
- Familiarity with state child care regulations required
- First aid certification, CPR training encouraged

- Ability to communicate verbally and in writing
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to use email to communicate with volunteers and parish staff; familiarity with Microsoft Office programs, such as Word and Excel