



CHILDCARE JOB DESCRIPTION

Position: Childcare Supervisor

Staff Classification: Part-Time

Hourly Wage: \$15/hour

Responsible To: Receptionist

Supervises: Childcare Workers

Qualifications:

1. Experienced in coordinating a diverse group of people
2. Experienced in overseeing a group of children of diverse ages
3. Organized and administrative; detail oriented and possesses problem solving skills.
4. Works independently; self-motivated
5. Capable of managing and organizing multiple tasks
6. Strong communication skills; able to communicate ideas to adults and children in a pleasant and professional manor
7. Strong people skills; able to assert their supervisor role to other staff, delegating tasks appropriately
8. Current CPR certification
9. Must possess a current state ID, driver's license or passport
10. Must be able to complete a USCIS Form I-9

Essential Job Function:

Managing a team of Childcare Workers and coordinating the childcare for large events and meetings at VCCE

Responsibilities:

1. Planning activities for a wide range of ages appropriate for the timeframe they will be in the church's care.
2. Obtaining, maintaining and distributing supplies
3. Managing and supervising the team of childcare workers caring for the children – assigning them tasks and putting them in charge of a group of children.
4. Supervising parents checking their children in and out of childcare.
5. Handling money collection for childcare.
6. Overseeing appropriate discipline and safety measures.
7. Maintaining knowledge of and following VCCE abuse reporting protocol.
8. Finding substitutes for childcare workers who are unable to work their shift.
9. Attending at least one training per year.
10. Assist with the training of new Childcare Workers and Supervisors.