



JOB DESCRIPTION

Position: Events & Ministry Childcare Coordinator (EM Coordinator)

Reports to: Preschool Director

Position Status: Part-time, Hourly

Department: Rock Church & Academy

Effective: August 2012

Replaces: All previous

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Posting Number: RA-14-12

Posting Date: August 22, 2012

1st Closing Date: August 29, 2012

Position Summary:

The Events & Ministry Childcare Coordinator oversees the premises during the hours which childcare is offered and in operation, while provides safety and security for children placed in events and/or ministry childcare. Incumbent ensures proper childcare procedures are utilized under the auspices of the Rock Church and reports directly to the Preschool Director.

Job Responsibilities and Duties:

1. Coordinates and organizes childcare based upon the needs of the church ministries and special events.
2. Utilizes database system (Fellowship One) to check children in and out securely.
3. Recruits hourly workers and volunteers.
4. Submits time sheets and invoices for all paid and/or contracted childcare workers.
5. Develops a budget and from that budget provide supplies necessary for childcare.
6. Conducts training for paid, contracted, and volunteer staff for the following, including but not limited to:
 - a) Principles of nutrition, food preparation and storage.
 - b) Housekeeping and sanitation principles, including universal health precautions.
 - c) Provision of child care and supervision, including communication.
 - d) Recognition of early signs of illness and the need for professional assistance.
7. Develops an action plan in case parents need to be contacted to return to childcare area due to their child becomes sick, unruly, etc.
8. Ensures that all classrooms are kept neat and orderly and that only designated items/resources are used.

Special Projects Needing Attention: (timing to be discussed)

- Secure a large selection of volunteers to be available for Childcare on site and/or off site
- Implement a system for monitoring all events utilizing childcare, to ensure that childcare policies and procedures are being adhered to at all times.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Preschool Director.

Job Skills and Requirements:

1. Bachelor's degree in Child development or related field preferred, but not required.
2. Advanced level of knowledge with MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Basic typing (45 wpm).
3. Must have 3 units in each of the following Child Development courses: Family Child & Community, and Principals of Child Development; units in Child Development Administration, Infant/Toddler, Curriculum Planning and Child Development-Supervision are preferred.
4. If 12 units are not completed, 9 units may be completed while enrolled in 3.
5. Experience within a Christian Church Children's ministry.
6. Know what is required in regards to Title 22 Chapter 12 of Community Care Licensing.
7. Current Pediatric CPR and First Aid Certification required.
8. Experience in conflict resolution.
9. Ability to recognize and maintain confidentiality as appropriate.
10. Good verbal and written communication skills. Legible writing skills.
11. Good organizational skills.
12. Self-motivated and flexible.
13. Ability to think promptly and professionally.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of a background check, LiveScan and references.
4. Pleasant and professional personality and appearance.
5. Regular attendee of a Bible believing Christian church, to be reviewed by administration
6. Attendance at all mandatory meetings (and events, as needed).
7. Signed acknowledgement of the Rock Church Statement of Faith.
8. Adheres to policies and procedures as stated in the Rock Academy employee handbook.

Physical Requirements:

Physically be able to perform all duties required in a preschool setting, including being able to lift weight up to 25 lbs.

Employment At-Will:

All employees of the Rock Church/Academy are at-will, as such, are free to resign any time without reason. The Rock Church/Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church/Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor/Principal of The Rock Church/Academy has the authority to make any such agreement and then only in writing.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Incumbent's Signature

Date