

Unitarian Universalist Fellowship of Harford County
Job Description
Childcare Coordinator

UUFHC welcomes and supports families with young children. In order to facilitate the participation of parents in church activities, the Childcare Coordinator will arrange for childcare in accord with the guidelines outlined below. Our mission is to create a safe, nurturing, welcoming and engaging environment for children while their parents or guardians are participating in church meetings, services, programs, or events.

Hours: The Childcare Coordinator is paid four (4) hours per week for the duties described below.

Goal: Schedule caregivers on a monthly basis in accordance with church requests, maintain a list of approved caregivers, arrange for substitute care in the event a caregiver is unable to work, and communicate with the Director of Religious Education (or Chair of the RE Committee if DRE is unavailable) if no caregivers are available. Childcare Coordinator also has primary responsibility for maintaining the physical space to provide a safe, nurturing, welcoming and engaging environment.

Statement of Accountability: Childcare Coordinator is responsible to the Director of Religious Education and the Chair of the RE Committee.

Tasks:

1. The Childcare Coordinator should regularly inspect the nursery space for cleanliness and safety; provide opportunities for the appropriate maintenance of toys, equipment, and activity areas; and ensure the absence of any hazards. The Childcare Coordinator will submit requests for any needed supplies in accordance with church policy.
2. The Childcare Coordinator should support and guide other caregivers in the performance of their duties, and report any concerns to the Director of Religious Education.
3. The Childcare Coordinator shall maintain attendance records and employment records (childcare schedule and timesheets) for nursery and childcare.
3. The Childcare Coordinator shall support and comply with our church's policies and procedures, a copy of which are attached.

4. Understanding that UUFHC has committed to providing childcare for all church events whenever possible, the Childcare Coordinator shall schedule and staff childcare for the church as follows:
 - a. Prepare a monthly schedule for childcare, including the dates childcare is needed and the caregivers scheduled.
 - b. Check in weekly with the secretary by email or phone to see if childcare has been requested for any additional events.
 - c. Upon notice of additional events, contact caregivers to arrange childcare.
 - d. Cancel childcare upon receipt of notice that it will not be needed for a particular event.
 - e. Upon notice of emergency or illness which prevents a caregiver from working, the Childcare Coordinator shall contact the caregivers on the approved caregiver list to arrange a substitute. If a substitute is not possible, the Childcare Coordinator will notify the Director of Religious

Education (or Chair of the RE Committee if the DRE is not available) immediately so that alternative care can be arranged.

5. At the end of each month, the Childcare Coordinator shall collect, verify and submit completed timesheets for caregivers in accordance with church policy.

6. In summation, as the primary liaison between caregivers, church community, church leaders, and other staff, the Childcare Coordinator will work to help caregivers provide a safe, nurturing, welcoming and engaging environment for each child, and will help maintain an open, friendly and cooperative relationship with the other staff, parents and families.

Knowledge, Skills and Abilities Needed: Clerical, scheduling, and organizational skills or experience, prior experience caring for children in a group setting, knowledge of child development and common operating procedures in childcare settings, familiarity and comfort with Unitarian Universalism, and a clear background check in compliance with the Safe Congregations Policy. CPR and First Aid certification is recommended.

Payment: The pay rate for this position is four (4) hours per week at \$15/hour. The Childcare Coordinator shall note this time separately on his or her timesheet.