

First Unitarian Society of Ithaca, NY
Childcare Coordinator
Job Description

Job Summary: The Childcare Coordinator is the point person for providing childcare for all congregation-initiated events. The Childcare Coordinator is responsible for recruiting, hiring, training, and supervising the Childcare Providers. Event planners and staff will contact the Childcare Coordinator directly to provide childcare. The Childcare Coordinator orients “childcare” as a church-community responsibility for church events, as well as being a welcoming feature for families who may not otherwise attend church events if childcare were not offered.

Reports to: Director of Religious Exploration/Director of Congregational Life

Effective: September 1, 2022

Status: 2-4 hours per week for 10 months, non-exempt

Hours and Compensation: Hours per week and hourly rate set by FUSIT, subject to change

Qualifications:

- Sensitive to the needs of young children.
- Knowledgeable and understanding of basic principles of child development.
- Knowledge of first aid procedures, or a willingness to take a training course.
- Experience working with young children is preferred.
- Ability to hire and supervise other childcare workers.
- **Skilled at managing shifting scheduling needs**

General Statement of Responsibilities:

The Childcare Coordinator will provide care every Sunday morning for Worship Services and take event requests with adequate notice from staff and event planners for childcare for specific dates and provide an adequate number of suitably trained childcare providers based on RSVPs or estimates given. Every effort should be made to provide childcare for requested events. However, if no childcare provider can be found within a reasonable amount of time, the Childcare Coordinator will notify the requester within 48 hours of the event that no one is available.

- ◆ Recruit, hire, and supervise childcare providers.
- ◆ Ensure that all required background checks are completed for childcare providers.
- ◆ Ensure that all childcare providers are trained in accordance with NYS rules and regulations and the policies of the First Unitarian Society.
- ◆ Ensure that trained workers are scheduled in the nursery for every Sunday morning during the regular church year.
- ◆ Ensure that all expectations are communicated to them before any events.
- ◆ Take requests from staff and event planners for childcare for previously-arranged church activities and events such as Adult RE, Service Auction, congregational meetings, stewardship dinners,

- ◆ Ensure that all necessary supplies will be available for the event's childcare needs including name tags, sign in/sign out lists, craft supplies, media (if a movie is to be offered for older children), age-appropriate toys and childcare provider pay sheet.
- ◆ Ensure that there will be at least one "lead" person on duty, even if that means being that person.
- ◆ Report to the DRE and/or staff as needed with any problems, issues with children, parents or childcare providers, building and/or safety issues, etc.

Church Relationships: The Childcare Coordinator is encouraged to forge and maintain positive working relationships with the Religious Education Team, Minister, church staff, and lay leaders, members, and visitors.

Condition of Employment: The employment of the successful job candidate is conditional upon receipt of a satisfactory background check.