



BIRMINGHAM FIRST

A U N I T E D M E T H O D I S T C H U R C H

Job Title: Childcare Coordinator

Position Type: Part-time (18-24 hours per week, plus special events/holidays)

Direct Report: Director of Children and Family Ministries

Role: To provide support to programs that gather, nurture, and equip disciples of Jesus Christ for ministry and missions. To provide competent, loving, hygienic, and safe care for infants and children of the members and prospects of Birmingham First. This service is provided to allow parents to participate fully in the life of this church, and so children may come to experience the love and grace of Jesus Christ through our care. As part of the Children and Family Ministries team this position will work to ensure our mission is lived out by creating opportunities for children and parents to GROW in Knowledge, LOVE God and Others, SERVE through Actions, SING Together, and PRAISE God.

Skills/Qualifications:

- Previous childcare experience
- Previous leadership experience
- Strong organizational skills
- Ability to effectively communicate with parents and co-workers to create an environment of trust in our childcare services
- Flexibility with schedule (days and evenings)
- Physically able to engage with children
- Ability to work both independently as well as with a team

Duties:

- Be physically present during at least 70% of all programming where childcare is provided
- Fully engage with children during activities, providing loving care, and an environment filled with affirmations designed to encourage development
- Support HR and directors with the recruitment, interview, and selection process of new childcare staff
- Train childcare nursery staff to maintain acceptable child/worker ratio (two-person rule always enforced)
- Schedule and manage shared calendar of paid and volunteer childcare workers, for all programs and events utilizing the nurse
- Attend Children and Family Ministries team meetings and Full Staff meetings (when schedule allows)
- Document and respond to all childcare requests and inquiries
- Provide a nursery environment consistent with First Kids Preschool policies and guidelines in order to offer quality programming throughout the week
- Maintain room cleanliness including linens, tables, diaper changing area and toys

- Maintain supplies (diapers, wipes, disinfectants, snacks)
- Report and partner to resolve all maintenance needs, personnel, or childcare issues to Supervisor
- All job requirements must be carried out on church premises, unless otherwise approved by Director
- Adhere to all state and federal requirements for both adults and minors
- Other duties as assigned

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms; climb or balance; stoop; kneel; crouch; hear or smell. The employee may be required lift and /or move up to 30 pounds.