

Wednesday Childcare Coordinator Job Description

Reports to: Women's Director

- This reporting structure may shift in the future after further evaluation.

Purpose: Give direction, organization, care & general leadership to childcare during Wednesday programming at CF Downingtown.

- A primary focus will be on those attending Women's Bible Studies, but secondarily care will be taken, over a course of time, to expand this role to include additional ministries meeting on Wednesday nights.
- Launch Period - (Now - September) - Plan and prepare for a fully operational childcare program in the Fall, while transitioning responsibilities away from the childcare task force.

Relates to: CF Kid's Team & Leadership, Administrative staff, church body, and Women's Leadership Team

Gives oversight to: Wednesday Morning Women's Childcare, Wednesday Night Childcare Programming

Essential Responsibilities:

- Gives leadership & direction to the Women's Volunteer Support Table
 - Coordinates with Women's Director to ensure that there are an appropriate number of women involved in this support table.
 - Determine and/or assign lead volunteers and support volunteers, and provide them with the necessary information including any changes in the program both verbally and in writing.
 - Participates in paid staff/volunteer recruitment, and interviewing.
 - Participates in caring well and thanking those involved in volunteering.
 - Navigates future relationships with other CF Downingtown Wednesday night programming to ensure their participation in childcare volunteering as necessary.
- Connection & Collaboration with CF Downingtown Kid's Team & Leadership
 - Creatively develops, implements and supervises the childcare program in coordination with CF Downingtown Kids Ministry.
 - Programming, supplies, scheduling, coordination of content with Sunday morning.
 - Determines the appropriate grouping of children by age and regulates the number of volunteers needed to comply with safety standards.
 - Identify and implement the necessary safety standards as prescribed by both State Law as well as all added security measures implemented by CF Downingtown.
 - Collaborates with Kids Ministry Staff to ensure proper check-in and drop-off of children.
- Collaborates with CF Downingtown Administrative Staff
 - Works with Background Check Coordinator to ensure that the clearance process for all volunteers is followed.
 - Works with Budget Coordinator to ensure that budgetary requirements/restrictions are followed.

Skills and Abilities:

- Possess shared core belief and Biblical values of the church as set forth in the CF Downingtown Doctrinal Statement.
- Ability to work with minimal supervision and employ creative initiatives to improve processes to recruit and retain volunteers.
- Ability to partner and collaborate with other leadership
- Proficiency with computer applications and knowledge.
- Possesses administrative, networking and good communication/interpersonal skills.
- Available all day on Wednesdays