

**Ankeny First United Methodist Church  
PART-TIME CHILDCARE COORDINATOR  
JOB DESCRIPTION**

**PRIMARY FUNCTION:** To organize and supervise the childcare and nursery ministry during worship services (ages 0-3 years), fitness classes, meetings, or other activities (ages 0-5 years). To hire and oversee childcare providers. Position begins August 1, 2021.

**QUALIFICATION:** A degree or experience in education, childcare, and/or nursing, CPR certification and references.

**SPECIFIC SKILLS AND QUALITIES:**

- Demonstrates commitment to Jesus Christ and the mission of the church.
- Demonstrates knowledge and understanding of infants & toddlers, their needs and development.
- Experience in effectively working with young children, primarily of infant and toddler ages.
- Demonstrates effective communication skills with people of all ages.
- Demonstrates ability to recruit, train and retain volunteers.
- Demonstrates organizational skills.
- Reliability and dependability
- Demonstrates positive, warm, cheerful manner.
- Demonstrates flexibility

**DUTIES**

- Recruit, train and facilitate volunteer nursery and childcare workers.
- Participate actively in the care of the children when needed.
- Organize a weekly work schedule for each hour of nursery needs.
- Collect and review time sheets of paid child care providers and turn them in to the Finance Office at the end of each pay period.
- Inspect toys regularly for safety, cleanliness and working order.
- See that necessary supplies are on hand (diapers, cleaning supplies, etc.).
- Ensure rooms are in order for preschool program.
- Maintain open communication with parents concerning their child(ren)'s needs, requests for changes, or complaints.
- Inspect furniture/equipment regularly and request repairs or new equipment as needed.

**DIRECTION RECEIVED FROM AND REPORTS GIVEN TO:**

Director of Children's Education

**SUPERVISION GIVEN TO:**

Childcare providers in the nursery and childcare rooms.

**HOURS OF WORK:**

6-10 hours/week.