

CHILDCARE: ON-SITE COORDINATOR

GENERAL DESCRIPTION

The Childcare On-Site Coordinator (OSC) is responsible for ensuring that the children of the church are well cared for in a loving environment during any event that childcare is available.

Classification: Non-Exempt; Hourly // **Status:** Seasonal/Temporary // **Team:** Adult Ministry // **Supervisor:** Childcare Coordinator, Lexie Mink

WORK SCHEDULE

- Flexible based on weekly requested childcare

ESSENTIAL DUTIES & RESPONSIBILITIES

- Create a loving and safe environment for children during events that offer childcare services;
- Serve as supervisor/lead in charge of the childcare providers and children assigned;
- Ensure that each parent and child are greeted as they arrive, welcoming them warmly and checking them in accordingly.
- Ensure that each parent is greeted when returning for their children; brief them on their child's experience (if you feel necessary) and check them out accordingly;
- Communicate with parents proactively to resolve any changes and/or issues related to childcare;
- Communicate with parents appropriately if their children's behavior needs to be addressed;
- Be familiar with and enforce all safety regulations and bathroom policies;
- Check and change diaper-aged children following proper procedures;
- Assign and/or rotate providers as needed to rooms made available for use;
- When an injury occurs, fill out an incident report immediately following the incident;

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Organizational Support** - Follows policies and procedures; supports church's goals and values.

- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; makes timely decisions.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- **Attendance & Punctuality** - Report time for work will be 30 minutes prior to the scheduled event. This time is used to setup areas/ rooms before children arrive.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Have lead position during childcare and manage other providers;
- Have a desire to care for children; to communicate and interact with them to make their childcare experience both positive and enjoyable.
- Able to efficiently set up and shut down all technology used in childcare.
- Able to reinforce rules to children during childcare, when necessary, for the safety of all children.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED SKILLS, TRAINING AND EDUCATION

- Has served at Rock Point as a volunteer in childcare during weekend services.
- Has experience working with children.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.