

CHILDCARE MANAGER

GENERAL DESCRIPTION

The Childcare Manager is responsible for recruiting, training, and coordinating a team of childcare providers who will provide mid-week childcare for ministries needing childcare outside of weekend services.

Classification: Non-Exempt; Hourly // **Status:** Full-Time (35-40 Hours/Week) // **Team:** Adult Ministry // **Supervisor:** Lead Director of Adult Ministry

WORK SCHEDULE

- Tuesday – Thursday: 8am – 4pm
- Other days flexible based on classes and weekly requested childcare

ESSENTIAL DUTIES & RESPONSIBILITIES

- Create Childcare registration form for each event requesting childcare services.
- Create a preliminary schedule for the Childcare Team based on registrations and finalize the schedule after confirmed registrations are submitted.
- Ensure children are correctly signed in during childcare.
- Provide a welcoming environment for children and greet families.
- Be familiar with and enforce all safety regulations and bathroom policies.
- Recruit, train, and recognize childcare providers.
- Serve as primary contact for Childcare Services.
- Problem solve and improve processes for childcare services/registration.
- Supervisory responsibilities for childcare provider team members.
- Plan and provide activities for the event.
- Ensure all environments are left in appropriate condition after use.
- Conduct intermittent site visits to assess policy implementation and provide accountability for Childcare Team members.
- Record and submit provider hours to Accounts Payable.

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; participates in meetings.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Safety & Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

- Attendance & Punctuality - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Able to lead and develop childcare ministry and manage providers.
- Have a desire to care for children; to communicate and interact with them to make their childcare experience both positive and enjoyable.
- Experience with computers, including Internet, Email, and Microsoft Office (Excel).
- 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

- Experience managing and leading people.
- 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.