

## **Childcare Coordinator-Example 1**

**Job Title: Childcare Coordinator**

**Status: Part-time**

**Immediate Supervisor: Pastor**

**Primary Responsibilities:**

1. Provide childcare for any requesting church event.
2. Phone childcare providers for events.
3. Keep the bulletin board updated with the church events and the childcare providers that are working the events.
4. Look over timesheets, sign them and put them in treasurer's mailbox.
5. Work with Nursery Committee closely, working on budget together and making decisions together.
6. Make sure that the childcare providers perform to church standards and if a complaint is made, make sure it is taken care of.
7. Speak to all childcare providers, go over job duties, have them read the guidelines.
8. Update all childcare providers on CPR classes they can take and any other classes.
9. Work with church secretary and look over calendar for upcoming events.
10. Keep all records on providers updated.

Keep guidelines updated.