

## **Director of Child Care Job Description**

The Director of Child Care is responsible for managing the nursery program for Germantown Presbyterian Church. These responsibilities include:

### **Staffing**

#### Recruiting

- Recruit qualified individuals to fill openings
- Provide recruit with application
- Check the recruit's references
- Organize meeting between recruit and Director of Children's Ministries
- Train all new staff on child care policies and procedures

#### Managing existing staff

- Schedule workers for events, matching worker abilities to number and ages of children
- Obtain volunteers to fill staff vacancies so that appropriate adult/child ratios are maintained
- Periodically evaluate the staff to ensure expectations are met
- Continuously train staff in order to reinforce policies and procedures
- Review and approved staff hours in the payroll system according to the established schedule

#### Events Requiring staff

- Required to staff and be present during:
  - Sunday worship services and Sunday School
  - Select Wednesday evening events
  - Parents Night Out (PNO)
  - Vacation Bible School
  - Christmas Eve
- Required to staff (Director of Child Care does not need to be present):
  - Special events as determined by the Director of Children's Ministries, monthly calendar, The Window, etc.

### **Before, During and After Event Procedures**

#### Before Event

- Unlock rooms at least 15 minutes prior to scheduled event
- Text parents if child needs parent
- Label and date Registration Sheets/Staff Check List and place in sign-in areas
- Verify and assist in room setup if required
- Verify that staff sanitizes toys
- Update dry erase board message (i.e. Welcome, date, Bible verse, etc.)
- Gather material needed for lessons, crafts, activities
- Assign staff to various rooms and communicate curriculum and any special instructions

#### During

- Greet parents and children as they arrive
- Review sign-in procedures
- Visit each room and supervise staff, ensure that guidelines are being followed and handle any other issues that may arise.
- Assist staff with lessons, curriculum, crafts and activities
- Be available to parents, children and staff as they leave

#### After

- Check mailbox in church office
- Make copies for future lessons
- Verify that Registration Forms are retrieved and are completed
- Make sure rooms are left the way they were found, if not better
- Lock file cabinets and turn off TV monitoring system
- Turn off room and hall lights
- Secure nursery area by ensuring that access doors are locked

#### **Facility Management**

- Advise Director of Children's Ministries and purchase any needed items such as nursery supplies, equipment and materials (i.e. baby wipes, rubber gloves and soap.
- Remove broken and dangerous toys
- Report any maintenance issues to the Church Business & Facilities Administrator
- Update bulletin boards as needed
- Establish schedule to clean and organize room equipment and materials