



COMMUNITY
PRESBYTERIAN CHURCH

Job Title: Childcare Manager
Department: Children's Ministries (CPC Kids)
Reports to: Children's Minister
Classifications: Non-Exempt Hourly

PRIMARY PURPOSE: The primary purpose of this position is to lead and manage CPC Kids' Childcare Operations. Providing a safe and loving environment for kids is key for our guests and staff members to feel able to be fully present in our ministries. Additionally, this position will assist, whenever needed, in the day-to-day operations and projects of the Children's Ministry Department.

MEASURES OF SUCCESS:

- The maintenance of safe, friendly, and staffed childcare program with qualified, trained childcare workers and volunteers. This includes recruitment, staffing and management of a paid and volunteer team.
- Childcare is well-staffed and well-scheduled for all childcare operations.
- Consistent adherence and implementation of child protection policies.
- Good performance evaluations by the Children's Minister.
- Positive feedback from Children's Ministries staff, families, volunteers, and ministry leaders.

JOB RESPONSIBILITIES:

- Coordinate, train, and oversee childcare providers, volunteers, and fellow ministry team members.
- Responsible for overall operations of CPC Childcare, including staff childcare, childcare for Women's Ministries, childcare for membership classes, AA, and various other CPC childcare needs.
- Working as a childcare provider during programs.
- Interacting with all families and staff in a warm, welcoming and confident fashion.
- Billing staff/teacher childcare users.
- Billing ministries that use childcare (women's ministries, membership, AA, etc.)
- Developing and execution of age appropriate crafts, activities, learning in the childcare environment in conjunction with CPC Kids Program managers.
- Recruit, hire, train, supervise, schedule, encourage childcare staff.
- Ensure background checks are completed for all childcare staff.
- Provide ongoing training for childcare team to adhere to CPC Kids childcare guidelines.
- Update and maintain yearly Safety and Emergency Manuals.
- Proficiency with necessary software tools (i.e. myCPC, email, Microsoft Excel and Word, etc.)
- Collaborating and communicating with CPC Kids staff.
- Collaborate with groups that require childcare.
- Perform all duties to meet safety, time, and program requirements.

DESIRED QUALIFICATIONS & SKILLS:

- **Communication**
 - Able to teach with a firm grasp of the Bible narrative and the Gospel
 - Interact with parents, children, volunteers and staff in a kind and supportive manner
 - High enthusiasm to engage with kids on their level
- **Leadership**
 - Able to rally volunteers, staff and children around ministry
 - Manage other staff and volunteers
- **Love for children**
 - Passion for kids to know Jesus
 - Personal / professional enthusiasm for early childhood development (12 weeks - 5 years old)

TERMS OF EMPLOYMENT:

- 40 hrs/week
- Salary Range - Manager
- Benefits - Medical, dental, vision, vacation, paid holiday, retirement program, short & long-term disability