

PURPOSE OF POSITION

To serve and engage the church in providing a safe and educational environment for the children of WFHC.

RESPONSIBILITIES

- Oversee the daily operations of the childcare facility at WFHC.
- Communicate with the Volunteer Coordinator to fill all volunteer seats needed for childcare.
- Communicate with the Care Coordinator about specific needs/goals for individual children.
- Communicate with the moms of the children with any concerns or issues.
- Maintain a clean and safe facility for the children of WFHC.
- Responsible for the performance and safety of all volunteers, residents and community service workers.
- Create a daily, weekly and monthly cleaning schedule for all components of the childcare area.
- Work with the Kitchen Manager to provide a healthy lunch for the children.
- Communicate to the WFHC Director and the Advancement Team the need for any equipment.
- Communicate to the WFHC Director any issues pertaining to personnel and equipment.
- Develop annual goals with the WFHC Director.
- Attend monthly staff meeting.

ORGANIZATIONAL RELATIONSHIPS

- The Childcare Director reports directly to the WFHC Director and works alongside the Care Coordinator, Office Manager, Kitchen Manager, and Volunteer Coordinator.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- Knowledge of proper childcare requirements.
- Requires the physical ability to lift a minimum of 30 lbs.
- A servant's conduct.