

Berean Baptist Church

Childcare Room Supervisor

Job Description

The Berean Childcare Room Supervisor is a part-time, seasonal employee of Berean Baptist Church, hired to provide childcare during any or all of the following programs: Tuesday morning Mom to Mom (meeting 2 – 3 times per month during the school year), Wednesday morning Women’s Bible Studies (weekly throughout the school year), Special Events such as when childcare is offered for a special training or all-church event. This position reports directly to the Childcare Supervisor.

Responsibilities

Arrive prior to event and stay until all children have been picked up and rooms are restored.
Train, oversee and direct childcare providers.
Maintain a safe and secure environment.
Observe and monitor children's play activities.
Guide children in health and personal habits such as eating, resting, and toilet habits.
Read and play with children.
Organize and participate in recreational activities, such as games, songs and crafts.
Assist in preparing snacks for children – serve meals or refreshments to children as necessary.
Organize and store toys and materials to ensure order in activity areas.
Clean toys that have been played with; straighten and reset room after childcare session.
Ensure that check-in and pick-up procedures are followed.
Change diapers (female providers only)
Report any concerns regarding a child’s well-being immediately to the Berean Kids Director or Pastor of Family Ministries.
Communicate with parents/guardians about any issues that may arise
Fill out incident reports if needed
Supervisor care providers and, if needed, redirect their performance, and make changes

Qualifications

Model a growing, personal relationship with Jesus Christ
Agree with the Berean Baptist Statement of Faith and member at Berean Baptist Church
Passion for children and families to see their lives, communities and world transformed by the power of the gospel
Education and/or experience with children and children’s education
Demonstrated ability to supervise others
Proven ability for problem solving and making rational, in-the-moment decisions
Strong relational and communication skills
Ability to work on a team
Adeptness to work effectively with a variety of personalities, skill levels and situations
Trained on Berean Kids policies and procedures