

Berean Baptist Church

Childcare Supervisor

Job Description

The Berean Childcare 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 Berean Kids Weekend Coordinator.

Responsibilities

Oversee childcare assigned session – follow up with scheduled childcare providers and room supervisors as well as room set up and clean up.

Recruit and interview prospective new childcare providers.

Assist with scheduling as needed which may include filling in when no other options are available

Monitor all rooms that are being used for childcare.

Ensure safety measures are followed during the childcare session.

Organize and participate in recreational activities, such as games.

Assist in preparing food for children – serve meals or refreshments to children.

Ensure that toys and materials are cleaned and stored, and the room is straightened and reset after the childcare session.

Maintain a safe and healthy environment.

Inspect and replace damaged or lost materials.

Report any concerns regarding a child's well-being immediately to the Berean Kids Staff or Family Ministries Pastor

Communicate with parents/guardians about any issues that may arise

Complete incident reports as 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

Active 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 supervisor 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

Understanding of how to implement Berean Kids policies and procedures