



COLONIAL PRESBYTERIAN CHURCH

CKOP Childcare Administrator

JOB DESCRIPTION

The CKOP Childcare Administrator is responsible for the Sunday morning infant and toddler nursery, as well as childcare programming outside of Sunday mornings, which include Mornings for Moms, Women of the Word, Foster Adopt Community, re-engage, and miscellaneous workshops, etc. Responsible for the following childcare age groups: infants through fifth grade.

The CKOP Childcare Administrator helps provide leadership in the coordination and implementation of Colonial Kids programming that encourages faith formation and spiritual development primarily in the lives of the Colonial Presbyterian Church children.

WORKING RELATIONSHIPS

Reports to: Director of Children's Ministry – OP Campus
Type of Position: Part-Time, Hourly, Non-Exempt
Position: 8-12 hours per week, depending on programming
Location: Overland Park Campus

DUTIES & RESPONSIBILITIES

1. Follow established policies and procedures of Colonial Presbyterian Church.
2. Take or provide proof of attendance to Infant and Child First Aid, CPR, Signs and Symptoms of Illness, and Recognition of Child Abuse training.
3. Ability to engage in multiple tasks and respond quickly and appropriately to frequently changing needs of children, staff, and parents.
4. Recruit, train, and motivate paid staff and ministry partners.
5. Assist Director of Children's Ministries in hiring paid childcare staff.
6. Provide a safe, clean, and attractive environment for children.
7. Organize room assignments (age limits, number of children, classroom placement, etc.)
8. Maintain records in Colonial Community Builder database.
9. Provide age-appropriate curriculum.
10. Attend Children's Ministry Staff meetings once a month.
11. May perform other duties as assigned.

SKILLS & REQUIREMENTS

1. Commitment to Jesus Christ as Lord and Savior with a servant's heart.
2. Early Childhood Education or teaching background preferred but not required.
3. Strong interpersonal relational skills.
4. Strong written and verbal skills.
5. Possess honesty, integrity, patience, and grace.
6. Typing and computer literate.
7. Ability to handle and diffuse emergency and/or non-emergency situations with children, parents, ministry partners and staff.
8. Ability to perform management duties such as scheduling, inventory, room upkeep, and room centers.
9. Ability to act as a liaison for both staff and parents to the Director of Children's Ministries.
10. Knowledge of developmentally appropriate practices.
11. Knowledge of positive redirection.
12. Knowledge of physical and social developmental milestones.

WORKING CONDITIONS

1. Work in an office environment as well as classroom environment. Work from home hours as approved by Director of Children's Ministries.
2. Physical stamina adequate to interact with the children throughout the event.
3. Ability to lift infants/toddlers to changing tables as needed.
4. Ability to participate in child related activities such as running, jumping, dancing, and sitting on the floor.
5. Must be able to kneel or bend down to the children's level consistently and repeatedly.

AGREEMENT

I've read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

CAMPUS PASTOR _____ Date: _____

EXEC. DIRECTOR _____ Date: _____

HUMAN RESOURCES _____ Date: _____