



EASTMINSTER

KID'S DAY OUT COORDINATOR POSITION DESCRIPTION

ACCOUNTABLE TO:

The Kid's Day Out Coordinator shall be directly accountable to the Kids Director.

PURPOSE:

To serve the church by supervising and administrating the Kid's Day Out program ministry of the church, creating a Christ-centered childcare environment that introduces children to faith and encourages families to grow spiritually in community.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Review and select biblically based curriculum appropriate for Kid's Day Out program.
2. Develop program and facilities calendar for Kid's Day Out and provide that information to Kids Director and Director of Communications for incorporation into the church master calendar and awareness to the congregation.
3. Ensure appropriate integration of the Kid's Day Out program into the life of Eastminster Presbyterian Church.
4. Implement and update procedures for enrollment and appropriate placement of children.
5. Implement and update a comprehensive training program for staff members including new staff orientation and ongoing procedures.
6. Ensure that classrooms and facilities reflect a professional and Christian environment.
7. Participate in hiring, supervise, support and encourage teamwork and community among Kid's Day Out staff members.
8. Manage the use of facilities and contribute to developing and maintaining an appropriate budget.
9. Purchase books, supplies, curriculum, craft supplies and snacks and submit vouchers for approval.

10. Receive and return incoming calls, texts and emails pertaining to Kid's Day Out in an expeditious manner.
11. Conduct tours, enroll students, collect and record fees, maintain class lists.
12. Interact and connect with families at drop off and pick up with a loving and missional mindset.
13. Maintain accurate and comprehensive records and mailing lists of Kid's Day Out staff and participants.
14. Attend church staff and other meetings upon request.
15. Work with the Kids Director in developing new ideas and outreach opportunities.

QUALIFICATIONS:

- Minimum two years of experience in working with children.
- A well-grounded faith in Jesus and theological beliefs, policies and practices compatible with Eastminster Presbyterian Church.
- Be familiar with and in accord with the Eastminster Church mission statement, Marks of Discipleship, and the Essentials of the Faith found at www.eastminster.org .
- Good organizational skills and the ability to multi-task.
- Proficient in Microsoft Office Word, Excel and Publisher.

CHARACTERISTICS:

Godly character that exemplifies the fruit of the Spirit (Gal. 5:22)

Strong shepherding and relationship skills

Biblical conflict resolution skills

Personable

Good communicator

Able to set priorities

Good supervision skills

Team player

Creative thinker

CLASSIFICATION:

Part time approximately 18 hours per week; hourly