

Coordinator of Childcare Ministry

Title: Coordinator of Childcare Ministry

Supervisor: Director of Adult Faith Formation, Marriage & Family Life

General Summary:

The Coordinator of Childcare Ministry contributes to the mission of St. Bernard's Parish by organizing and overseeing a safe, reliable, fun, and faith-enriching childcare program for children ages 0-12. The Coordinator recruits, trains, schedules and supports a team of childcare attendants and volunteers, who work in accord with diocesan policies. The Coordinator creates engaging, faith-enriching activities for childcare. Strengthened by his or her own commitment as a disciple of Jesus Christ, the Coordinator strives to draw others into friendship with Him. The Coordinator of Childcare Ministry is a part time job at 10-15 hours per week.

Key Responsibilities:

Organization of Childcare Ministry:

- The Coordinator of Childcare Ministry reports to the Director of Adult Faith Formation, Marriage & Family Life.
- Pending budget and availability of attendants, the Coordinator schedules additional childcare opportunities per semester for events at the parish.
- The Coordinator becomes familiar with the diocesan standards for Virtus training and diocesan attendant-child ratios, and ensures that the program meets these standards.
- The Coordinator creates a monthly schedule for childcare attendants and volunteers, and communicates the schedule and other important information clearly and regularly.
- The Coordinator communicates effectively with parents and ensures that parents fill out all necessary paperwork for the participation of their children in the Childcare Ministry.
- The capacity of the Childcare Ministry for the regularly scheduled times and for any additional events is clearly established and communicated to parishioners.
- The Coordinator ensures that the appropriate rooms are reserved with the Business Manager.
- The Coordinator ensures that Church property is treated with respect and left in good condition after use by the Childcare Ministry.
- The Coordinator stays within the given, annual budget when purchasing food or materials needed for the Childcare Ministry.
- The Coordinator ensures that parents receive regular feedback on their children.

Programing for the Childcare Ministry:

- The Coordinator creatively incorporates faith-enriching games, crafts, activities, and entertainment into the Childcare Ministry.
- The Coordinator creates a quarterly schedule for regular, weekly childcare programming.

Staffing for the Childcare Ministry:

- The Coordinator plans three in-service events per year for attendants and volunteers to aid them in developing age-appropriate pedagogy and other helpful skills.
- The Coordinator is responsible for on-going recruitment of attendants and volunteers by word of mouth, bulletin announcements and other suitable means, and participates in the interviewing process of applicants. Recruitment is ongoing insofar as is necessary to keep the Childcare Ministry staffed.
- The Coordinator explains the programming and equips the attendants to facilitate activities.
- The Coordinator invites the creative participation of attendants and welcomes new ideas, while discerning the practicality of the ideas and their conformity with the Catholic Faith.
- The Coordinator will ensure there are sufficient attendants and volunteers available to cover the needs of the Childcare Ministry.

Parish and Diocesan Collaboration:

- Attend meetings and development opportunities as required.

Qualifications:

- Degree or certification in education, pedagogy, religious education, child development or another related field is preferred; equivalent experience or skill set.
- Knowledge of early child development and pedagogy is preferred; equivalent experience.
- Willingness to grow as a disciple of Jesus Christ and an active faith with full participation in communal worship and life of the Church.
- Knowledge and ability to communicate the truths of the faith to children in a way that is age-appropriate and engaging.
- Ability to lead other adults in facilitating childcare activities with the children.
- Organized and competent in keeping track of forms, sign-in sheets, and registrations.
- Self-starter and able to work independently.

For further information, contact Dr. Christine Miller, Director Adult Faith Formation, Marriage & Family Life.

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