



UNITARIAN UNIVERSALIST COMMUNITY of the MOUNTAINS

Child Care Coordinator—Job Description

We are looking for a committed Child Care provider and coordinator to organize our Sunday child care volunteers and to care for and play with our young children during our Sunday services.

The ideal candidate will be babysitter/CPR certified, well organized, dependable, and have a reliable mode of transportation.

This position starts September 2016 and is expected to last until the end of May—with the possibility of continuing through the summer.

Hours: Estimated 3.5 hours per week; Sundays -- 9:30am-1:00pm

Pay: The childcare coordinator will be paid \$13.25 per hour (total of \$46.38 per Sunday with additional pay for any additional hours for extra events, meetings, etc.)

Job Description:

- Provide supervision for our youngest babies and children (the church will provide activities and games)
- Supervise other child care providers and volunteers
- Ensure coverage by two providers every Sunday by maintaining open communication with all Child Care staff and volunteers
- Play and care for children (infant to pre-k) from 9:30am-1:00pm on Sundays
- Set up and clean up child care room
- Attend occasional Religious Education (RE) team meeting
- Maintain open communication with Director of Religious Education by discussing any issues or needs that arise in the Child Care room
- If no child care is needed on a particular Sunday, the Child Care coordinator will support other teachers in the Religious Education program.

Church Address: 246 South Church St., Grass Valley, CA 95945

Contact: Kristin Famula: 443-517-3371 or kfamula@yahoo.com