

CHILD CARE COORDINATOR

First Unitarian Society of Madison — Madison, WI

The First Unitarian Society of Madison (FUS) is a robust community exploring spiritual, ethical and social issues in an accepting and nurturing environment. We agree that there is no single, superior religious path and that there are many possibilities to ponder and choose from. With 1,452 members and affiliates, over 400 children enrolled in religious education programs and 20 staff members, FUS constitutes one of the largest UU congregations in the world. Our 135-year-old community has a deep commitment to embody its mission and model best practices.

FUS is committed to growing its community of diverse employees and members. Candidates of all backgrounds are encouraged to apply.

Position Description:

FUS is excited to add a part-time staff member who is responsible for the training, coordinating, and supervising of teen child care providers. Together they provide a safe and enjoyable environment for children whose parents are involved in FUS worship, religious education, or other events. She/he should also possess managerial skills. Prompt and appropriate communication is imperative for this position. This position reports to the Director of Children's Religious Education (DCRE).

Core Competencies:

1. Strong interpersonal skills
2. Organizational skills
3. Creative and effective planning
4. Ability to supervise and mentor entry level staff
5. Ability to work independently and take initiative

Essential Functions:

- Maintain the safety and well-being of all children and staff in our child care room
- Hire, supervise, train, support, coordinate and evaluate teen child care providers
- Coordinate 1-2 supplemental trainings for our teen providers each year and provide supplemental materials on the bulletin board
- Track immunizations and any health concerns of our teen child care providers
- Coordinate the schedules of teen child care providers and mail them in a prompt manner
- Provide an engaging environment for our infants and toddlers with age appropriate music and activities

- Be present on most Sunday mornings, 8:30 a.m. – 12:30 p.m. to model quality caretaking, communicate with parents and RE staff, assure the safety and well being of children, and to supervise teen child care providers
- Be present at Saturday services (4:15 p.m. – 6:15 p.m.) at the start of the year for 2 weeks (if needed) and as needed following that, not to exceed 5 time per year
- Coordinate child care for special events after receiving required notification of these events. This includes adult education classes, parish meetings, cabaret, and other events as needed.
- Be present to implement and supervise events at our annual RE Appreciation Dinner (mid-Jan).
- Maintain up-to-date contact information for teens and assure that the DCRE has that information
- Maintain regular contact with the DCRE regarding any staff, safety, programming, or maintenance issues
- Assure regular cleaning of cups, toys, and Baby Haven, and quarterly deep cleaning of the child care room
- Monitor condition of all physical items in the child care room and assure prompt attention to anything that presents a risk hazard.
- Train, coordinate and supervise any volunteers working in the child care room.
- Create protocols, checklists, and systems for organizing and accomplishing tasks in the Childcare room.
- Request or purchase needed supplies.
- Track attendance during the summer months.
- Be a resource and advocate for teens, parents, and young children in the FUS community.
- FUS has a small staff. From time to time, each staff member is expected to assist with activities outside the scope of her/his customary responsibilities, as agreed upon with her/his supervisor.

Minimum Qualifications

- One to three years' experience working with infants and toddlers
- CPR/First Aid certified (current) for infants and children (If not already certified, must be able to get certified prior to employment)
- Strong organizational and communication skills
- Experience supervising others
- A warm, welcoming, creative disposition
- Educational background in early childhood development preferred
- Must be at least 23 years old
- Ability to lift up to 45 pounds
- Ability to change diapers
- Ability to bend and reach with ease

Compensation

This is a part-time position requiring 5-10 hours per week, on average. Hours vary depending on events. We allow for flexible scheduling. The hourly rate is \$15.00. Plus you'll get to work with really good people and be part of a 135-year old Madison institution (priceless!)

Application

Please email a cover letter expressing your interest for the position, along with your resume, and the names and contact information of three relevant work-related references to Leslie, Ross at leslier@fusmadison.org. Please include the words "Child Care Coordinator" in the email subject title. Applications will be accepted until a hiring decision is made.

We are an equal opportunity employer and do not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.