

# CHURCH AT VIERA

Job Description Form



# CHURCH AT VIERA

Job Title	Childcare Team Leader
Reports To	Childcare Coordinator
	Rev Date Approved:

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

## PURPOSE OF POSITION

Childcare Team Leader will oversee the childcare operations from check-in to pick-up, ensuring a safe and organized environment for children, staff, and parents.

## JOB RESPONSIBILITIES

- **Engaging Parents:** Welcome and communicate with parents during drop-off and pick-up, ensuring all children are checked in with proper identification labels.
- **Room Evaluation:** Assess room needs at the beginning of each shift, including ensuring that all necessary supplies are available, toys are cleaned and sanitized, and staff are in their assigned rooms.
- **Check-In Management:** Oversee the check-in process, ensuring that children are being checked in to the appropriate rooms based on age, group, and any special requirements.
- **Monitor Room Capacity & Pressure:** Evaluate the number of children in each room, maintaining safe child-to-caregiver ratios. Adjust room assignments or reassign staff to accommodate changing room pressures in real-time.
- **Decision Making:** Make quick, informed decisions to resolve issues as they arise, such as room changes, accommodating new children, or addressing staff or parent concerns.
- **Communication & Reporting:** Serve as the point of contact between childcare workers and the Childcare Coordinator, reporting any incidents, staffing needs, or supply shortages promptly.
- **Team Leadership:** Provide guidance and support to Childcare Workers, ensuring that they adhere to all protocols and maintain a positive and friendly environment.

<b>Job Title</b>	Childcare Team Leader	
<b>Reports To</b>	Childcare Coordinator	<i>Rev</i> <b>Date Approved:</b>
	<ul style="list-style-type: none"> <li>• <b>General Supervision:</b> Maintain close supervision of all children, ensuring they are safe, engaged, and well-cared-for always. Stay in the classroom and ensure gates and entrances are secure.</li> <li>• <b>Childcare:</b> Work directly with children when necessary.</li> <li>• <b>Monitor:</b> Oversee hallway activities and serve as an extra set of hands as needed. Monitor bathrooms and hallways.</li> </ul>	
<b>EDUCATION</b>		
	<ul style="list-style-type: none"> <li>• High school graduate</li> </ul>	
<b>EXPERIENCE</b>		
	<ul style="list-style-type: none"> <li>• Experience in a church or ministry preferred</li> <li>• Previous office work or training preferred</li> </ul>	
<b>SKILLS</b>		
	<ul style="list-style-type: none"> <li>• A vital and growing personal faith in Jesus Christ.</li> <li>• Align with the vision, mission, and values of Church at Viera</li> <li>• Working knowledge of general office equipment</li> <li>• Ability to plan, prioritize and manage multiple tasks</li> <li>• Ability to work independently to accomplish tasks without direction</li> <li>• Ability to deal with problems efficiently and effectively while maintaining good working relationships.</li> <li>• Excellent communication skills (phone, written, and personal)</li> </ul>	