

Community Presbyterian Church
Position Description

DATE: 9/28/17

JOB TITLE: Weekend Coordinator

REPORTS TO: Program Managers & Children's Minister

PRIMARY PURPOSE:

To provide support and leadership during weekend programs. This job will include the coordination of staff greeters and volunteers to make sure that every classroom is adequately covered. Applicants must work well with others, be able solve classroom ratio issues quickly, be able to speak graciously with parents and address their needs and love kids.

MEASURE OF SUCCESS:

- Weekend programs will have an appropriate coverage of staff and volunteers
- Good feedback from children, parents, and volunteers on execution of programs
- Able to collaborate with other staff members to achieve the goals and objectives of CPC and CPC Kids

DEVELOP AND DELIVER THE FOLLOWING SUSTAINABLE PROCESSES:

- Develop a good system for administering the coordinating responsibilities of the weekend.

JOB RESPONSIBILITIES:

- Address parental concerns with grace and kindness
- Able to float between classrooms and address issues that may arise – In the Elementary program, Preschool and the Nursery
- Coordinating volunteers, caregivers, greeters and interns to create a stable, cohesive, safe, and fun program
- Create good working relationships with staff, volunteers, parents and children
- Open and set up all Classrooms for weekend programming and the volunteer café for CPC Kids volunteers
- Knowledge of kiosk check-in/check-out system (New Families, Groups, etc.)
- Ensure that all safety and hygiene standards are followed
- All belongings are labeled with their first and last name (especially in the nursery and preschool)
- Knowledge and execution of nursery procedures to maintain a high standard of safety requirements
- Verify nametag sticker information to confirm with the parent and highlight any allergies or special instructions on tags; attach the nametag to the back of the child and hand the matching claim ticket to the parent

- Decide when a parent is to be called back based on a child's needs (To be discussed with the Nursery/Preschool Program Manager)
- Prompt and thorough documentation of any incident and contact the program manager asap
- Train/Orient new greeters and volunteers on departmental standards and policies
- Keep accurate name/head count totals in all classrooms: confirm printed attendance report, making detailed notations and immediately reconciling deviations
- Lead emergency/evacuation procedures should one arise (see volunteer manual)
- After all infants/toddlers/kids have been released to parents/guardian/adult, assist and supervise clean-up including but not limited to: wipe off tables and chairs, return turned-off kiosks, snack items stored away, insure all sanitation standards have been enforced.

QUALIFICATIONS & SKILLS:

- Strong Christian faith
- Communication
 - Able to interact with parents, children, volunteers and staff in a clear, gentle/kind and engaging manner
 - Manage a variety of people and challenges with safety and grace
 - High enthusiasm to engage with kids on their level
- Leadership
 - Able to rally volunteers, staff and children around the CPC Kids ministry
 - Able to manage other staff and volunteers
 - Able to take leadership role as issues arise (i.e. moving staff and volunteers as necessary)
 - Proactive problem solver (i.e. you see something that needs to be changed, you do it immediately)
- Love for children
 - Passion for kids to know Jesus
 - Excitement about this stage of a child's development