

Women's Bible Study Seasonal Childcare Supervisor

We are looking to hire a Seasonal Childcare Supervisor in partnership with Reality Kids and Women's Ministry, who will be responsible for staffing and overseeing childcare for the women's bible study.

Dates: August 24th - November 16th

Total Hours: 4-6 hours / week

Pay: \$25/hr

Areas of Responsibility

1. Hiring and Training Childcare Workers (2-4 hrs/wk)

- Contact old childcare workers to see if they would like to recommit.
- Find more childcare workers until we have enough.
- Work with KingdomOne to help collect all hiring paperwork from childcare workers by their start date
- Scan paperwork into appropriate Google Drive file
- Stay in communication with KingdomOne (HR company), Kelly Amico, and Anna Herring as needed
- Train childcare coordinator and workers prior to bible study

2. Placing Childcare Workers (1-2 hours total)

- Schedule and communicate with childcare workers through text and call. A set placement works best, but with the understanding that people might need to be moved to best keep safe classroom ratios
- Be the point person for childcare coordinator and workers if they need to call out
- Prayerfully fill empty spots with substitutes

3. Be Present During Bible Study (3 - 3.5 hrs/wk September - November)

- Be the point person for childcare coordinator during the Bible study
- Assist the coordinator and childcare workers when needed

Required Skills & Qualifications

- Be a born again believer in Jesus and agree with Reality's Statement of Faith.
- Love the local church like a family through good and bad times.
- Be an example live above reproach (Titus 2:6-8).
- Character, integrity, lifestyle of a deacon as described in scripture (1 Timothy 3:1-7, Titus 1:6-9).
- Ability to discuss confidential matters in an appropriate manner/setting to appropriate persons.
- Team player with a relational style of leadership and ministry.
- Able to submit to elders and leadership.
- Demonstrates flexibility and ability to adapt to a dynamic work environment.
- Self-starter, exercising initiative and judgment, and able to work without direct supervision.
- Team player and highly relational with staff.
- Able to lead, mentor and disciple.
- Able to cast vision and delegate tasks when needed.
- Willing and able to proactively seek solutions