

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Childcare Coordinator

Service Opportunity Brief Description:

The Childcare coordinator is responsible for ensuring that childcare is available at Albany UU events.

Service Opportunity Detailed Description:

The Albany UU Childcare Coordinator works with committee chairs and others who sponsor events at Albany UU to ensure that they are aware of the requirements for providing childcare (details are available in the Childcare Policy), and to arrange for childcare providers as needed or to provide them with the names and contact information of approved caregivers (approved list maintained by the Childcare Coordinator) to be hired for the event.

For Board-sponsored events, such as the Annual Meeting and congregational conversations, the Childcare Coordinator is responsible for organizing the childcare for the event, for hiring, for making room reservation, for providing adult oversight, for providing snacks, and paying the caregivers. There is a budget for childcare, which the Childcare Coordinator may use to pay caregivers when the sponsoring committee has no childcare budget, and for Board-sponsored events.

Length of Service Commitment: 2 years

“This opportunity will enable you to be in a position to insure that our children are safe and well cared for when their parents are working on church business. It also gives you the opportunity to interact with congregational youth qualified (per Childcare Policy) to act as childcare providers.

Skills Needed:

Organizational and communication skills are necessary to be successful in this job.

Training, assistance, and safety requirements:

As with all adults who work with our children at Albany UU, a background check will be performed.

Number of positions available: 1

Key words: work with youth