

MOPS Childcare Supervisor

Part-Time (8.5 months/year; 25 hours/month; mid September-May)

Reports to:
Children's Pastor

Supervises:
MOPS Kids Childcare Volunteers



POSITION SUMMARY:

To recruit and schedule caregivers, provide volunteer training and encouragement, and oversee the physical environment of the nursery/preschool areas. To ensure excellent and appropriate care, activities, and teaching for children during MOPS meetings.

CHARACTER AND PERSONALITY:

- A growing and vibrant relationship with Jesus Christ.
- Godly marriage and family (if applicable).
- Contributes to the spirit of unity among the staff and congregation.
- Fully supportive of First Free Church's Mission, Vision and Values.
- Functions well as a team leader and team player.
- Able to work with and submit to (the) authority of leadership

PERSONAL QUALIFICATIONS:

- An understanding of the developmental needs of young children and the ability to execute programs, oversee volunteers, and interact with mothers in ways which address those developmental needs.
- Successful completion of comprehensive background check administered by First Free Church.
- Background in caregiving or teaching of children is desired.
- Background in caregiver supervision and volunteer recruiting is also desired.

PRIMARY RESPONSIBILITIES:

Generally:

- Display a positive and friendly demeanor.
- Promote the vision of MOPS.
- Direct and teach volunteers and children in an effective, loving, and kind way.
- Attend nursery/family life team meetings as requested.

Prior to each meeting:

- Prepare lessons and materials.
- Schedule your volunteers.
- Recruit more volunteers as needed.

During each meeting:

- Prepare the childcare environment, including bringing the MOPS bags and hanging signs.
- Direct volunteers to their appropriate classroom.
- Be in position and ready to receive kids and mothers **30 min** before each meeting begins.
- Greet and welcome children and mothers, making sure mothers have signed all

children in.

- Make appropriate decisions and communicate with leadership if a volunteer fails to arrive in order to ensure that classrooms stay within childcare ratios.
- As needed, notify mothers of struggling children.

After each meeting:

- Check in with volunteers to see if any issues arose and/or if you can help them in any way.
- Collect MOPS bags and all materials. Take down signs.
- Supervise cleanup of childcare rooms.
- Check classrooms before leaving to make sure they are picked up.