



College Wesleyan Church

Making more and better disciples who transform the community and resource the Church.

Position title	Childcare Director	Date Reviewed	3/6/2024
Position description	Part Time (20 hours a week)		
Position supervisor	Children's Director		

General Description

CWC exists to make more and better disciples who transform the community and resource the greater Church. To this end, the Childcare Director role exists to support church staff with their children so that employees can give full attention and time to their work while also supporting and giving quality care to their children. Additionally, the Childcare Director addresses the challenge of preschool shortages in Grant County by offering essential childcare services for children aged 5 and under at our location.

Duties & Responsibilities

- Care for staff children during preschool operating hours (Tuesday 8:30-4:30; Wednesday 8:30-12:30; Thursday 8:30-12:30)
- Prepare quality activities and development experiences for preschoolers during childcare hours
- Manage and staff assistants needed to meet appropriate adult/child ratios

Qualifications & Desired Skills

- Ability to maintain safe environments
- Kindness
- Understanding of childhood development or ability to learn and design age-appropriate learning opportunities
- Ability to schedule staff based on safe child/adult ratios

Personal Life Requirements

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation
- Maintain proper priorities in your home
- Develop personal evangelism opportunities within and outside the church
- Agree to uphold the CWC Staff Conduct and Lifestyle Agreement, the Employee Fraternalization Policy, and the Confidentiality Agreement
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Working Conditions

- Flexibility to set regular childcare hours during office hours
- Paid time off and bonuses
- Nature of work is primarily active