



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

Child-Care Coordinator, Annual Sessions

Primary Function

Coordinate and supervise the Child Care program, ensuring the physical, emotional, intellectual and spiritual health of young children (infant through pre-school) attending Sessions. Select, prepare, supervise, and support child-care staff (volunteers who receive a fee waiver) prior to and during Sessions. Information and referral services and general communication with parents prior to and during Sessions are also an important component of this work.

Hours and Work Site

80 to 120 Hours before Sessions

65 to 75 Hours during Sessions

16 to 24 Hours after Sessions

Supervision and Oversight

The Child-Care Coordinator is hired by the NEYM Secretary. The JYM-JHYM Coordinator provides direct oversight and support.

Qualifications

Deep joy in working with young children. Extensive knowledge and experience in early childhood development, unique aspects of multi-age (infant through pre-kindergarten) care, and all aspects of child safety. Strong written and verbal communication skills. Familiarity with Friends' testimonies and practice and an exhibited commitment to early-childhood ministry in the manner of Friends. Prior experience supervising volunteer staff highly desirable. Ability to work independently, answer questions in a timely manner, and make informed decisions supporting overall NEYM policies.

Functions & Tasks

Pre-sessions (March through end of July):

- Work with Events Coordinator to ensure child-care space on site meets child safety and child development requirements
- Submit room and snack requests in a timely manner
- Work with Sessions Clerk and Sessions Committee on overall structure of child-care schedule
- Inventory and replenish child-care supplies, stored off site
- Recruit returning staff, hire new staff according to NEYM Youth Worker guidelines
- Communicate with child care staff re: expectations, schedule, program flow and content

- Write welcome letter to registered families. Communicate with individual parents as needed regarding questions about the program or the needs of individual children
- Develop daily schedule and rich program content, touching upon Sessions' theme as age-appropriate.
- Provide, or ensure someone else provides, a Child Safety training for child care staff before start of child care program at Sessions, consistent with the NEYM Child Safety Policy

At Sessions (first week of August):

- Plan to arrive by mid-afternoon on Friday before the beginning of Sessions
- Set up child care space(s)
- Receive & review Health Forms for each child
- Run staff meeting with child care staff on Saturday morning
- Welcome parents and children into program beginning with Saturday afternoon orientation
- Communicate needs of individual children among staff, particularly between shift changes
- Oversee all aspects of the program Saturday through Thursday lunch, ensuring child safety and well-being, including diaper-changing/toileting, snacks, structured and unstructured playtime, naps/rest/quiet time, supervision and support of the child care staff and other volunteers as needed
- Communicate with parents on site in a timely manner, provide pastoral care and information and referral as needed
- Interface with college's facility personnel and Events Coordinator on physical plant issues

Post-Sessions:

- Oversee cleanup of child care space. Pack up all supplies for storage location, as well as lost & found, health forms, and remaining food items
- Debrief with JYM-JHYM Coordinator
- Create record of schedule changes, program successes, and all works in progress for future year.

Liaisons

- *Ex officio* member of Sessions Committee
- Collaborate with the RE & Outreach Coordinator, particularly regarding Family Neighborhood
- Collaborate with JYM Coordinator & Sessions Pastoral Counselor

Compensation

The Child-Care Coordinator receives a room-and-board fee waiver and a modest stipend.