

Child Care Coordinator CAR Document

Approved 2014-05-08

Charge

The Child Care Coordinator (CCC) is charged with contacting and scheduling child care providers for events (except those regularly scheduled on Sunday mornings) at the Unitarian Universalist Church of the North Hills (UUCNH). The CCC will work under the direction of the Director of Lifespan Faith Development (DLFD) who will share a list of approved childcare providers with the CCC. The CCC will also follow the guidelines set forth in the Safety of Children and Youth policy.

Authority

The UUCNH Child Care Coordinator will process requests for childcare (of children 10 years of age or under) from event organizers. The CCC will select a care provider(s) from a list maintained by the DLFD and will contact and schedule a care provider for requested events.

The CCC is not responsible for completing or submitting office forms (to the DLFD); that is the responsibility of the care provider.

The CCC is not responsible for providing payment to the care providers; that is the responsibility of the Treasurer.

Responsibilities

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc. for which the Child Care Coordinator is specifically responsible.
- 2) Provide updates to the DLFD on a regular basis and to the coordinator's Board Liaison as needed.
- 3) Work with the DLFD to develop a budget for child care as part of the annual church budgeting process.