

## **Childcare Supervisor Job Description**

Supervisor in the childcare drop off at the Levin Jewish Community Center in Durham. This position is a part-time (hourly) employee who reports directly to the Director of Engagement. The main responsibility of this position is to oversee the drop-off childcare room (ages 3 months-4 years) and Kids Club (ages 4-9 years) programs, including supervising staff, working directly with children, and handling administrative tasks.

### **Qualifications**

- Over 18
- Experience in working with children 3 months to 9 years old
- Dependability, communication skills, and an excellent work ethic
- Ability to both give and receive guidance, and supervisory experience
- Current CPR and First Aid certifications required
- Must complete a criminal background check and child sexual abuse prevention trainings before beginning work

### **Responsibilities:**

- Supervise around 10 regular staff plus substitute childcare workers, including recruiting, hiring, training, scheduling regular shifts and last minute subs, coaching, and staff development
- Work approximately 20 hours/wk including administrative time and working shifts in the childcare room and Kids Club
- Create a safe, friendly environment in the child care and Kids Club areas with quality supervision, focused attention, and caring service for the members and their children.
- Promote, evaluate, and update policies and procedures (registration, scheduling, incident reporting, etc)
- Communicate with families about childcare room and Kids Club as well as JCC events and classes
- Maintain space, equipment, and supplies
- Keep up to date the online scheduling software and online staffing calendar
- Process biweekly payroll using an online payroll software
- Assumes other duties and projects as needed and assigned – may be asked to help with administrative tasks or other projects during times when there are no children.
- Adhere to Staff Policies and Procedures, including not babysitting privately for children met through the JCC

The Levin JCC does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that doesn't prevent the performance of the specific core tasks of this position.