Bradford Community Church Unitarian Universalist

5810 8th Avenue
Kenosha, WI 53140

Job Posting

Position: Child Care Coordinator (Part-Time)

Hours: Sundays, 9:30–11:30 a.m.; additional hours possible

Specific Duties

- Provide for the safety and contentment of our nursery participants in keeping with the *Welcoming and Safe Congregation* guidelines.
- Greet children, parents/guardians, and visitors, and maintain accurate attendance records.
- Obtain all allergy/special health information from visiting families.
- Change wet or soiled diapers when needed.
- Bottle feed/provide refreshments/snacks for children as requested by their parents, following allergy precautions.
- Put away toys, straighten the nursery area, vacuum if necessary, and dispose of any waste before departing.
- Maintain the safety and cleanliness of the childcare space, reporting any hazards to the minister or the minister's designee.
- Notify the minister, designee, or other mandated reporter of any concerns regarding abuse or neglect.

Requirements

- 21 years or older
- Sign "Code of Ethics" document

To Apply:
Interested applicants should submit:

- A letter of interest
- Three references with current contact information
- A resume

Send materials to:

Personnel Committee
Bradford Community Church Unitarian Universalist
Office@Bradforduu.org

Bradford Community Church, Unitarian Universalist is an equal-opportunity employer, candidates of all backgrounds and identities will be considered for this position. Employees are not asked to share the beliefs of Bradford UU but are expected to respect those of our members, students, and staff.