

Children's Program

1. Recruit paid and volunteer caregivers as needed. Help ensure that caregivers are comfortable with childcare policies, procedures, and routines.
2. Coordinate background checks and safety training with Grace & Grace Liaison.
3. Schedule adequate caregivers for all regular, steering, and special (i.e., book club, workshop, activity) meetings.
4. Create or revise childcare registration form and weekly sign in sheets.
5. Confidentially maintain all records pertaining to the childcare program including registration, participant' health information, sign in sheets, and employment paperwork.
6. Send reminders for care providers prior to every meeting using preferred communication methods (email, phone call, text, group app, etc.).
7. Notify the Steering Committee as soon as possible if scheduling adequate caregivers is a concern.
8. On the day of the meeting, set up the childcare sign-in table, help welcome caregivers as well as moms and children who are using the Children's Program.
9. Monitor the demand for the program, as well as the age of the children, and make recommendations for adjustments as needed.
10. Develop a childcare strategy for summer steering meetings, based on the number of children likely attending, age, and budget.
11. Help caregivers with classroom setup and break down.
12. Purchase and organize all childcare program supplies including craft materials, snacks, name tags, sign-in items, etc. (make sure to give receipts to Finance for reimbursement).
13. Keep in close communication with Grace Liaison and Chair throughout the year
14. Coordinate thank you cards and gifts for caregivers at winter holidays and at the end of the year.