

MOPS Kids Coordinator

YOUR ROLE:

The MOPS Kids Coordinator is an essential member of the coordination of MOPS and is responsible for overseeing the MOPS Kids program at Grace Commons. Candidate should have the ability to plan age appropriate and Christ centered curriculum for classes ranging from 6 months to 5 years old. Candidate should thrive in a fast-paced dynamic environment, possess strong communication skills, and be quick to take initiative.

RESPONSIBILITIES:

- Develop and oversee age appropriate and Christ centered curriculum.
- Act as liaison between MOPS group and GC Childcare Coordinator.
- Assist GC Childcare Coordinator to ensure adequate coverage during MOPS meetings.
- Create and maintain age appropriate classroom lists, sign in sheets, and classroom attendance.
- Communicate regularly with MOPS Coordinator in regards to childcare space and other pertinent information.
- Establish policies and procedures for MOPS Kids program.
- Communicate with mothers throughout the year whose child(ren) is/are enrolled in the MOPS Kids Program.
- Organize and maintain MOPS Kids supplies, including craft supplies and snacks, and replenish necessary items.
- Communicate with childcare workers regarding upcoming MOPS meetings, lesson plans, and other pertinent information.
- Set up classrooms on the day of meetings, this includes material boxes, lesson plans, and snacks.
- Answer emails, phone calls, and text messages within a timely manner in regards to MOPS Kids.
- Ensure all of the following day of tasks are completed for 16 annual meetings.
 - Availability for coverage in all classrooms
 - Ensuring curriculum is implemented
 - Communicate with new moms regarding Mops Kids program
 - Communicate with moms as needed

ESTIMATED AND AVAILABLE HOURS FOR POSITION

Summer Hours- This position will include up to 20 hours of summer curriculum planning. This will include prepping supplies, making a calendar and planning for the curriculum in each classroom. This time may also be used for working with the GC Childcare Coordinator in finding and hiring staff.

Weekly- This position will include up to 5 hours per meeting for the 16 annual meetings, averaging 10 hours/month

This is a non-exempt position.

OPTIONAL UNPAID OPPORTUNITY

- Attend monthly MOPS Leadership meetings.