



CRÈCHE COORDINATOR PART-TIME

Reporting Relationships:

This position reports to the Executive Director.

Position Summary:

The Crèche Coordinator is responsible for organising the FWHC crèche services, providing quality child care, recruiting and supervising volunteers, creating a stimulating, nurturing, safe and hygienic environment, and keeping appropriate records. When there are no children booked for the crèche, and all duties related to the crèche have been completed, the Crèche Coordinator will be expected to perform other tasks to assist with FWHC's operations.

Duties:

1. Coordinate crèche services.
2. Recruit and supervise crèche volunteers.
3. Care for children and provide age-appropriate activities in the crèche.
4. Welcome and inform parents of crèche policy and obtain signed crèche consent.
5. Keep a record of attendance and any incidents if they occur.
6. Ensure the crèche environment is stimulating, nurturing, safe and hygienic.
7. Other duties as required

Expected Outcomes as a Contractual Requirement:

1. The FWHC crèche service is of a high standard.
2. Children in the crèche are well cared for and their mothers have confidence in the service being provided.
3. FWHC policies and procedures are followed at all times.

Selection Criteria for the Position:

1. Qualifications and experience in child care.
2. Excellent understanding of pre-school children's needs.
3. A welcoming manner and an ability to relate well to preschool children and their mothers.
4. Ability to work independently and within a team.
5. Well-developed organisational and time management skills.
6. Good written and computer skills.
7. Current First Aid Certificate
8. Current Working with Children Clearance
9. Current National Police Clearance