

Kidz Club Program Director

Position Description

Part-time Position

Good Shepherd Lutheran School

Wisconsin Evangelical Lutheran Synod

Eligibility & Responsibilities	<ul style="list-style-type: none"> Publicly confess acceptance of, and pledge faithful adherence to, the confessions of the Wisconsin Evangelical Lutheran Synod (WELS) or a church body in fellowship with the WELS. Regularly attend and participate in congregational worship and Bible classes Serve as an example for the congregation by leading a devout Christian life Support Good Shepherd Lutheran School in words and actions
Knowledge & Skills	<ul style="list-style-type: none"> Effective communication skills, both verbally and in writing Organizational skills, attention to detail, and follow-through of tasks to completion Experience in child-care Strong skills in math, accounting procedures, and computer use Communication skills that can build professional relationships with parents and positively represent Kidz Club and the overall ministry of Good Shepherd Lutheran School
Essential Duties	<ul style="list-style-type: none"> Promote Kidz Club to school and congregational families Update the Position Description for Child Care Workers as needed Update the application form and procedures for selecting Child Care Workers as needed Interview and recommend qualified Child Care Workers to the Board of Child Discipleship (BCD) for official approval Orientate and supervise Child Care Workers Represent Kidz Club on school registration night to answer parent questions, hand out materials, and collect enrollment forms Maintain an orderly and professional Kidz Club environment Regularly communicate with Child Care Workers to ensure program is running smoothly Update policies and procedures as appropriate Ensure that the Kidz Club room is well-maintained throughout the year Direct the daily snack menu and provide for the purchase of necessary food items --- Ensure that the "Sign Out" book is kept in good order Maintain updated records on attendance, payments and balances, and send out invoices to parents on a timely basis Prepare and make deposits Send letters to parents who are behind in payments and report outstanding bills to the BCD for follow-up Monitor, document and report monthly staff payroll to the Assistant Treasurer and to the BCD Provide quarterly updates to the BCD Prepare family account statements for tax purposes at the end of the calendar year