

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 and pre-payments • 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 weekly 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