

# SUZUME NO GAKKO

**Job Title:** *Childcare Coordinator*

**Job Classification:** *Full-Time Teaching Staff*

**Work Location:** *Suzume No Gakko at Wesley United Methodist Church*

**Hours:** *SNG Session During Summer, Other tasks as necessary.*

## **Position Summary:**

During the three-week SNG Summer Session, the *childcare coordinator* will be responsible for the instruction and coordination of childcare class activities.

## **Line of Authority:**

The *Childcare Coordinator* is responsible to the SNG Board of Directors and the SNG Program Director.

## **Supervision of Others:**

The *Childcare Coordinator* will have supervision over the childcare participants and SNG parent and youth volunteers.

## **Major Duties:**

- Create and maintain an effective learning environment that fosters creativity, a positive self-image, positive citizenship, and a sense of community.
- Develop and implement appropriate learning experiences to best utilize supervision time.
- Coordinate, draft, and maintain a calendar of activities and events.
- Communicate effectively with students, parents, staff members, and board members.
- Supervise the SNG parent and youth volunteers by providing direction, input and feedback.
- Responsible for discipline of students.

## **Other Duties and Responsibilities:**

- Selects and requisitions appropriate instructional materials.
- Maintain necessary inventory records.

## **Compensation:**

- Children of the *Childcare Coordinator* are pre-enrolled for the session he/she serves.
- The *Childcare Coordinator* is exempt from Manpower requirements for the session he/she serves.

## **Qualifications:**

Knowledge of Japanese-American culture and heritage.  
Demonstrate ethical behavior and have good standing in the community.