

# Child Care Weekend Lead



**VILLAGE CHURCH**

Presbyterian (USA)

Village Church Mission Campus  
6641 Mission Road  
Prairie Village, KS 66208

Part-Time (15 hrs/week; hourly)  
Reports to: Director of Children &  
Family Ministry, Brooke Brundige

To apply, send resume and/or cover  
letter to  
[brooke.brundige@villagepres.org](mailto:brooke.brundige@villagepres.org)

## **Job Purpose:**

The Weekend Child Care Lead provides supervision, direction, and coordination of the Village Church's weekend and evening child care programs, consisting of care for children as well as hiring and evaluating all weekend and evening child care staff.

## **Expectations & Responsibilities**

- Recruit, hire, train, and evaluate all weekend and evening child care staff.
- Create and maintain monthly schedules for weekend and evening child care from departmental requests. Correspond with departments regarding availability/special needs for programs and for children.
- Supervise child care during evening and weekend programs; assist activity prep by staff.
- Organize staff and connect with families at all Sunday services (School year: 9, 11 a.m., and 4 p.m. Summer: 10 a.m. and 4 p.m.)
- Maintain good communication with parents.
- Coordinate communication with Weekday Child Care Lead to ensure smooth collaboration of forms collected, classroom needs, etc.
- Know Village Church emergency procedures and be able to implement them.
- Maintain all necessary records including child's emergency contacts, allergy records, etc.
- Meet periodically with the Children's Ministry Team.
- Assist Weekday Child Care Lead with summer camp planning and scheduling. If worktime allows, help run camps.

## **Competencies & Qualifications**

- Bachelor's degree in elementary or early childhood education preferred.
- 2-3 years of experience working with children.
- Ability to lead effectively, maintain strong organization, and be consistently flexible.
- Ability to model Village Church values in all aspects of job performance.
- Maintain excellent communication skills with ability to interact with children, parents, and Village staff.

## **Working Conditions & Physical Requirements**

- Ability to lift and carry 40 pounds.
- Works with children from infants to elementary age.

## **Direct Reports**

Weekend/evening caregivers: adults and teens, both paid and volunteers.

## **How to Apply**

Send resume and/or cover letter to [brooke.brundige@villagepres.org](mailto:brooke.brundige@villagepres.org).

## **AAP/EEO Statement**

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.