

## **Crèche Coordinator**

### Requirements

- Committed to Christ
- Need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen.
- Need to be attentive to the planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Crèche Coordinator will need to make judgements about the delegation of tasks and responsibilities of the volunteers.
- The duties and responsibilities in this job description are not restrictive and the Crèche Coordinator may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.
- A Permanent Residence in Hong Kong or holder of HK Permanent Identity card and/or eligible to work as specified under HK Labour law. We will not be able to apply for working visa for this particular position.

### Responsibilities

- Oversee the safety and smooth running of the Crèche Centre every Sunday at the appointed time and more if needed.
- Develop the ethos of “For Under Threes” and to create a welcoming, caring, loving and family friendly environment.
- Responsible at all times the high standards of care and education of children between 0 to three years in accordance with Children’s Ministry guidelines.
- Ensure effective communication between the Crèche Center and the Children Ministry’s staff.
- Responsible and accountable for all finances directly relating to the Crèche Center provision.
- Responsible for the enrollment in line with the enrollment/registration policy of the Children’s Ministry.
- Keep a register and up to date records of all children using the Crèche Center provision and to give regular feedback to Children’s Ministry Director on the progress of the children attending the Crèche Center.
- Responsible for organizing, monitoring and encouraging volunteers involved in the Crèche Center.

- Build a good relationship with parents of children attending the Crèche Center.
- Make recommendations and proposals in terms of equipment and resources required for the Crèche Center to the Children Ministry's Director.
- Ensure that the Crèche Center is safe, clean, tidy, well organized and welcoming for families and staff.

#### Official Working Hours

- Every Sunday from 8.30 AM to 12.30 PM, except in the month of July from 9.30 AM to 12.30 PM
- Maybe require to work on other days, i.e.: Church retreat, Christmas Eve & Christmas Day, and other special occasion organized by the church.

Further enquiries and letters of application, including a full curriculum vitae should be addressed to David Ashton-Howorth quoting "Union Church – Creche Coordinator".

By post to: Union Church, 18F Sunlight Tower, 248 Queen's Road East, Wan Chai

By email with attachments to David at [hr@unionchurchhk.org](mailto:hr@unionchurchhk.org)

All personal data received will be treated with strict confidence and will be used solely for recruitment purposes.