

Conference Childcare Coordinator

Staff Development & Training

Position Description

Supervised by: Operations & Administrative Coordinator
Supervises: Childcare Staff
Status: Seasonal / Non-Exempt
Location: InterVarsity's National Service Center (NSC) - Madison, WI

To advance the purpose of InterVarsity, this position will organize and manage all details, logistics and materials for childcare at training, continuing education and national events; and oversee childcare resources to aid staff in their ministry.

MAJOR RESPONSIBILITIES

Coordinate and oversee childcare for Spring Meetings, ONS, NISSET and National Staff Conference:

- Hire childcare staff and complete all necessary employment paperwork including I-9, employment agreement, and background check
- Ensure that all families that use conference childcare have the appropriate forms completed
- Coordinate the childcare schedule appropriate for each conference and staff all sessions appropriately
- Work with staff onsite to set up childcare room(s) using supplies that are stored at the NSC office
- Oversee all functions of childcare during conferences
- Complete all paperwork at the end of each conference (including taxable income for families that use childcare and timecards for childcare employees)

Communicate information to InterVarsity staff and other contacts:

- Respond to voice mail and e-mail inquiries promptly
- Coordinate childcare staff details for travel, housing, meals, etc. with Operations & Administrative Coordinator

Contribute to the effectiveness of the team:

- Work in partnership within the team and with other teams on specified events
- Perform office functions to support own work
- Assist in miscellaneous functions of the Training Team as necessary

Maintain technical and professional growth and development:

- Stay current with computer programs InterVarsity uses to support the above functions

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Experience in childcare is required
- Effective oral and written communication skills
- Ability to organize events and the details involved
- Ability to maintain accurate records and files
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop procedures for doing work
- Ability to work under the pressure of deadlines
- Open to learn new concepts, methods and skills
- A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) is preferred
- Demonstrated ability and commitment to work in a diverse team environment

Conference Childcare Coordinator InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)