

First Presbyterian Church of Berkeley
NON-EXEMPT POSITION DESCRIPTION
Children's & Family Ministries VBS Aftercare Supervisor
4-6 Hours per Day, July 25-29, 2022
Plus planning hours, TBD

The paid supervisor provides care for children and supervises paid caregivers in the FPCB VBS Summer Kids' Camp aftercare program for children in preschool through 4th grade. The supervisor helps develop curriculum and provides leadership in implementing all aspects of program and care. The supervisor has primary responsibility for interacting with parents and maintaining the safety of children. The supervisor will possess organizational, supervisory, time-management and problem-solving skills, love for children, and a positive attitude.

Primary Responsibilities:

- Provide safe, caring supervision for children in aftercare programming during VBS week
- Implement curriculum and lead activities
- Supervise and direct caregivers
- Greet children and families
- Maintain materials and care spaces

Desired Skill Set:

- Faith in Jesus Christ
- Service orientation with a passion for children and families
- Resourcefulness and ability to problem-solve
- Excellent communication skills with an ability to interact well with children and adults
- Ability to be a self-directed worker and a team player
- Previous experience working with children in a Christian Education setting
- Current child-oriented CRP certification

Qualifications:

- Final job offer contingent on applicant passing a criminal background check

Schedule:

- 1-5:30 pm July 25-29
- Some additional planning and preparation hours to be determined with Director

Reports to: Director of Children's and Family Ministry

Deadline to Apply: July 1, 2022. Position to remain open until filled.

Please Note: a final offer of employment will be made only upon the successful completion of a background check.

How to apply: Complete [application form](#) and email with resumé and cover letter to Executive & HR Coordinator, Sharon Gowdy at sharong@fpcberkeley.org