

Childcare Coordinator Job Description

Position Context

The Childcare Coordinator works with the Children's Ministry Director to help children know that "Jesus has said Yes! to them" and to encourage and equip children and their families to follow Jesus in response. This position requires a personal relationship with Jesus, a love for children, excellent communication and organizational skills, and an ability to relate to parents, volunteers, and paid nursery workers as partners in ministry. This position requires working on Sunday mornings, Wednesday evenings, and other times childcare (birth-pre-K) is offered.

Position Purpose

The Childcare Coordinator has direct responsibility over the nursery and coordinating childcare.

Ministry Responsibilities

- Welcome Children and Families (birth through pre-K).
 - Welcome the children of visitors and covenant partners, answering questions and sharing the vision of Children's Ministry at FPC.
 - Support new and expectant parents and those in the process of adoption/fostering.
 - Work with Administrative Assistant for Discipleship to maintain updated records of all children and families, birth through pre-K.
 - Collaborate with the Children's Ministry Director to communicate with parents about children, programming, etc.
- Coordinate and manage birth through pre-K childcare for all church functions, ensuring adequate care.
 - Recruit, hire, and train paid childcare workers and volunteers.
 - Be present for families and childcare workers and help as needed at church function in which childcare is offered including Sunday mornings, Wednesday evenings, MomCo, and Women's Bible Study.
 - Work with the Business Administrator to ensure that all hiring, evaluation, and payroll procedures are followed.
- Facilities Management
 - Work with the Business Administrator to ensure that all hiring, evaluation, and payroll procedures are followed.
 - Procure and distribute classroom supplies as needed for birth through pre-K programming.
 - Regularly monitor the condition of physical spaces in the nurseries and pre-K areas and report concerns to the Business Administrator.
 - Oversee nursery supply closets.
- Volunteer Support and Administration
 - Review, evaluate, and communicate policies such as abuse prevention, disciplines, and emergency procedures for nursery workers.

Other Responsibilities

- Collaborate with the Children's Ministry Director in providing special children's activities.
- Work as a team player on the Church Staff, including participating in staff meetings/training and working collegially. Support and advise other ministry areas as requested.
- Collaborate with Children's Ministry Director to maintain budget.
- Perform additional duties and projects as assigned by supervisor.

continued

Reporting Relationships

- Reports to Children's Ministry Director.
- Oversight of paid and volunteers childcare workers.

Qualifications

- A personal and growing relationship with Jesus Christ and a love for children and their families.
- Ability to communicate and work with young children, their guardians, paid workers, and volunteers.
- Excellent organizational skills and ability to plan workflow.
- Be able to manage staff and volunteers, work independently and in a team.
- Computer skills.

To apply, send cover letter and resume to Hannah McNeely, Children's Director, at hannahm@1stpres.com.