

**Title:** Childcare Coordinator

**Position Type:** Part-time. 20 hours/wk.

**Reports to:** Kids Pastor

**Objective:** To provide oversight to all aspects of childcare at Grace Chapel. Duties include ongoing mid-week childcare in addition to other, as needed, childcare for the church.

**Duties and Responsibilities:**

- Oversee all aspects of childcare to support the ministries of Grace Chapel.
  - Supply and organize kids' classrooms to ensure safety.
  - Facilitate the hiring process for childcare workers.
  - Recruit paid workers to provide childcare for ministry programming needs.
  - Plan classroom programming to provide biblical learning opportunities during childcare.
- Lead paid-staff and volunteer base. Recruit, train, and motivate leaders.
- Oversee and implement the safety and security procedures within all childcare programming, including background checks and policy/procedure protocols.
- Provide cross-training to ensure needed leadership coverage and oversight of classrooms.
- Work with the ministry staff of Grace Chapel to work out details for needed childcare.
- Document and maintain the processes required to perform the job.

**Stewardship of Mission:** Understand and support the vision and mission of the church. Pursue personal growth through enrichment opportunities. Establish and maintain good team relationships amongst staff and volunteers. Effectively utilize the Lord's resources for maximum ministry impact while minimizing expenses. Create an environment of loving Christian care.

**Minimum Qualifications:**

- A follower of Jesus Christ with a deep love for God and commitment to Christian values and beliefs.
- Able to effectively lead and organize paid-staff and volunteer childcare team.
- Able to recruit and train paid-staff and volunteers.
- Ability to work collaboratively as part of a team and adapt to changing needs and priorities.
- Excellent communication and interpersonal skills with the ability to relate to both children and families.

**Please note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.