



## **Childcare Coordinator**

The Childcare Coordinator serves Grace Community Church by recruiting, screening, training, scheduling, and managing childcare workers for all non-volunteer childcare church events. The Coordinator is responsible for ensuring that all events requiring paid childcare are fully staffed with qualified workers in keeping with the safety and security policies and vision of Grace Community Church.

This is a part-time position that will average 10 hours per week.

### **Skills Needed**

- An attitude of service and humility in working with the church staff and volunteers.
- A strong work ethic and commitment to excellence.
- A flexible schedule.
- A thorough understanding of safety and security policies of Grace Community Church.
- Working knowledge of current software and web-based applications used by the church.
- Excellent verbal and written communication skills.
- The ability to handle confidential information in a professional manner.

### **Responsibilities**

- Work with the *Pastor for Children and Families* and the *Ministries Assistant for Children and Youth* to coordinate childcare for Grace Community Church events in order to secure the appropriate number of approved workers and supervisors. If a supervisor is not available, on-campus attendance will be necessary to oversee and assist the childcare workers.
- Recruit and screen childcare workers according to Grace Community Church policies.
  - ◆ Find workers and supervisors through professional childcare services, personal recommendations from members, other childcare workers, local high schools, colleges, and childcare service etc.
  - ◆ Maintain a current list of approved workers and supervisors and seek new workers throughout the year.
- Ensure that workers are trained in and comply with Grace Community Church safety and security policies.
  - ◆ Provide written policies to all new workers and discuss with them.
  - ◆ Require workers to sign the form stating they have read and agree to the "Grace Community Church Safety and Security Policies" and the "Grace Community Church Policy on Church Membership, Ministry Service, and Sexual Sin."
  - ◆ Ensure workers and supervisors know and follow emergency procedures.

- ◆ Address concerns with workers who are not in compliance with policies.
- ◆ Communicate with the *Pastor for Children and Families* if a worker refuses to comply with policies.
- ◆ Follow the reporting procedures outlined in the Grace Community Church Policy Handbook in the case of reported abuse.
- Become proficient with the church's web-based registration and check-in system and set up registration and check-in for all relevant events.
- Assist community group leaders/volunteers in recruiting and screening paid childcare workers for their group. Community group leaders will be responsible for scheduling and communicating with childcare workers for their own group.
- Communicate with the *Director of Finance* and childcare workers regarding payment for
- services rendered.
- Serve under the supervision of the *Pastor of Children and Families* who serves under the supervision of the Pastor and is accountable to the elders.

**Compensation:**

available upon request

**Expected Work Hours:**

average 10 hours/week