



## Christ Community Church Job Description

**Job Title:** Childcare Coordinator

**FLSA Status:** Part-Time, Non-Exempt

**Work Days/Hours:** Varies dependent upon need. Up to 10 hours per week.

**Weekend Responsibilities:** This position may require weekends and is dependent upon the needs of the ministry areas and the church.

**Reports To:** Connections and Women's Director

**MINISTRY PURPOSE:** This position is responsible for assisting Life Group, Bible Studies, and Ministry Leaders in providing childcare during meetings and events while supporting Christ Community Church's mission of "Growing a Community Passionate for God and His Purposes."

### **MINISTRY QUALIFICATIONS:**

#### **Character:**

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality and a heart for service while championing the needs of the ministry and our growing church community.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

#### **Competency – Skills:**

- Demonstrate experience in recruiting, empowering, administering, and leading effective teams.
- Possess and demonstrate excellent verbal, written, and interpersonal skills.
- Ability to multi-task, organize, prioritize, and be flexible/accommodating while maintaining a positive outlook and demeanor.
- Tact, diplomacy, and effectiveness in supervising childcare providers and communicating with others.

**Chemistry – Relational Abilities:**

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique logistical needs of a growing and changing church community.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.

**Job Responsibilities:**

- Create, manage, and adjust childcare provider schedules in an effort to meet the needs of the childcare providers, the ministry areas, and the church.
- Possess a degree of proficiency in word processing and database management to include Word, Excel, and Elexio.
- Maintain paper and digital record of each childcare provider's contact information, special requests, hourly rate of pay, detail of hours worked, and any related documentation.
- Maintain, verify, and submit weekly hours worked via email to supervisor and treasurer for the accurate and timely payment of childcare provider services rendered.
- Create and maintain a notebook containing a back-up substitute list, schedule, childcare guidelines and updated information for childcare providers.

- Ensure required ratios for staffing are met at all times.
- Establish and cultivate a culture in which the childcare providers are encouraged to be nurturing, compassionate, caring, and actively engaged in the care of the children.
- Inform childcare providers of the rules, regulations, ratios, best practices, and other protocols that are essential in ensuring a safe, healthy, compliant, positive, and engaging environment for children.
- Train and educate childcare providers in the respectful and appropriate use of Children's Ministry spaces as well as the protocol for serving in the homes of Life Group members.
- Provide curriculum, activities, and the necessary items to childcare providers as needed.
- Train, equip, and encourage childcare providers to create age appropriate lessons, activities, and crafts to engage the children in their care.
- Provide snacks and drinks for childcare events or meetings that are 3 hours or longer, taking into consideration special dietary needs and allergies.
- Partner with childcare providers, staff, parents, and ministry leaders to provide effective, positive communication regarding their various childcare needs and concerns.
- Address concerns regarding childcare matters in a prompt, thorough, and sensitive manner while seeking the guidance of ministry leaders and/or HR when necessary.
- Attend weekly, monthly, and quarterly meetings as assigned in order to enhance effective communication and collaboration.
- Request the booking of Children's Ministry spaces for childcare needs through the designated staff member for review and approval.
- Communicate any facility concerns or needs to the church's Facility Manager and communicate any room, equipment, and supply needs to the appropriate ministry leader.
- Collaborate with the HR Director to conduct the required background screenings upon receipt of a completed, signed Childcare Provider Application.
- Ensure that individuals under the age of 18 have completed, submitted, and provided a NC Department of Labor Youth Employment Certificate prior to beginning as an independent Child Care Provider.

- Perform other related duties as assigned by the Connections and Women's Director.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma. Associate's Degree in Early Childhood Education or related field preferred.

**Experience:** Two years of experience working with children (newborn to 5 years of age) in a professional childcare setting to include the supervision of others. Possess an understanding of Basic First Aid including child/infant CPR training or the willingness to become certified at the church's expense.

**Skills:** High degree of discernment, judgment, confidentiality, patience, dependability, attentiveness to detail, initiative, and willingness to be flexible and accommodating. Ability to multi-task, prioritize, organize, and effectively supervise a group of childcare providers. Excellent verbal, written, and interpersonal skills. Proficiency using MS Office to include Outlook, Word, and Excel.

**Physical Requirements:** Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office to another within the Church campus and to off-Campus locations. Moderate lifting up to 35 lbs. and moderate carrying up to 35 lbs. Ability to reach above shoulders, to extend arms, to reach, to push and pull. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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