



JOB DESCRIPTION

Position Title	Childcare Coordinator
Position Reports to:	Women's Ministry Director
Department:	Women's Ministry/ Various
Schedule (may vary)	5-25 hrs/wk (based on seasonal needs)
Rate/Salary	\$20 - \$24

General Description

- Works with various ministry leaders to manage the administration and staff of weekly childcare programs whose goal is to provide a safe place where children are nurtured and disciplined while giving parents the opportunity to participate in ministry events.
- **HOURS:** The nature of this position has hours which vary from season to season. High season is from September to May. Low season is June to August. During high season there are 2-4 events in one week. During low season there may be several weeks with no programs. It is important to account for a sizeable reduction in hours. Some of those hours may be made up as a Children's Ministry substitute or as a KidsGames staff member.

Specific Duties and Responsibilities

- Staffing
 - Staffs each program according to registration and potential walk-ups considering prior events, ratios, volunteers, and budgetary restrictions
 - Alerts HR and appropriate ministry leader when hiring is needed to sufficiently staff programs
 - Interviews potential staff and trains new hires regarding program operation and details
 - Reports any job-related performance or behavioral issues to HR and the appropriate ministry leader
 - Executes annual performance evaluations for each staff member
 - Provides staff appreciation lunches 2-3 times per year
- Registration
 - Tracks children registered for Kingdom Kids midweek childcare programs via CCB.
 - Places children on a roll call sheet for each age group/classroom
 - Keeps a spreadsheet of the Attendance for the Staff and the Children
 - If necessary, calls/emails parents with questions, or for further clarification of children's needs
- Training
 - Gives staff & volunteers information regarding safety guidelines, state laws, behavioral troubleshooting, and child development for applicable ages
 - If necessary, helps train staff/volunteers on how to engage and relate to the children
 - May give direction/help to staff/volunteers for program success
- During Program
 - Floats between classrooms making sure they are adequately staffed to meet age-appropriate ratios, stocked with necessary resources, and are well organized and under control

- Oversees the program as its running, listens to parental suggestions, and finds ways to continually improve and grow the program
- Prepares and delivers the snack to the childcare rooms
- Program Preparation
 - Coordinates with the Ministry Leaders to create budget, set program pricing and provide input for a smooth registration process
 - Assigns staff members to events
 - Creates a calendar for the staff to see when/where they are assigned one month at a time
 - Makes sure all administrative paperwork is completed for staff & volunteers (applications, background checks, time cards, etc.)
 - Creates a healthy, Gluten and peanut free snack or dinner; shops for the food
 - Creates a program schedule that works best for each age group that includes: Worship time, Bible lesson, craft time, outdoor activity, snack
 - Creates a Bible story/experience (women's ministry only based upon what the mothers are being taught, incorporates craft if possible)
 - Creates & communicates program plan/schedule with staff via handouts, binders, etc.
 - Prepares crafts, puts in box, with all the needed supplies, for the next week

Knowledge Skills Required for the Job

- Biblical principals related to the importance, value, and uniqueness of children
- The developmental milestones of children aged infant to 5 years old
- Age-appropriate childcare and activities
- State laws and ratios regarding childcare

Desirable Qualifications

- Prays, studies God's Word, fellowships with other believers, and continually develops their own faith
- A heart to love children like Jesus did and serve Him through caring for "these little ones" who the Kingdom of Heaven belongs to
- Has experience working with large numbers of children and staff/volunteers
- Discernment for what is working and what is not working in the Kingdom Kids program
- Neat, organized, and systematic in orchestrating the program, but flexible

Personal Relations

- Must be able to work well with a large spectrum of personalities
- Motivational, corrective, and appreciative towards Kingdom Kids team
- Can communicate the need for improvement clearly, but in a way that builds up the staff/volunteer
- Can accept criticism from parents without harboring resentment

Work Environment

- Computer work can be completed off-site/at home
- Mondays, Tuesdays, Wednesday and other various times, the job will be onsite at NCCC consisting of classrooms, outdoor, and other church facilities
- Lots of noise, children, and adults is to be expected
- A small amount of hours may require work in the NCCC offices at temp desks

Minimum Qualifications Required

- Agreement with NCCC's statement of faith, values, and purpose
- A personal relationship with the Lord Jesus Christ
- Personal experience of the power of the Holy Spirit
- A love and understanding of children

Physical Requirements

- Must be able to walk around campus, get up and down from the floor, lift lightweight objects, hold small children, change diapers, and other physical demands that come with caring for children
- Standing (all shift)
- Bending (frequently)
- Twisting and lifting (frequently)
- Stairs (occasionally)
- Walking (all shift)
- Telephone – (receive and dial calls)
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 30pounds)
- Seeing (all shift)