



Childcare Coordinator

Reports to: Care Pastor

Classification: Part-time Non-Exempt (10 hours)

Supervision Responsibility: Yes

This **Childcare Coordinator** will provide leadership in the areas of oversight of midweek childcare service teams at the Dyer Campus and will serve as a resource for teams at other campuses as it relates to Faith Church and Faith Church ministries. This person will work closely with the Celebrate Recovery Director, MomsNation Director, Dyer Campus Pastor, Women's Ministry Director and other ministry leaders that utilize childcare services.

This leadership will come from:

- A personal commitment to the Lordship of Jesus Christ.
- A mature faith and steadfast character.
- A reliance on the authority of Scripture and prayer.
- A sense of calling to an "equipping of the saints."

Core Function: The **Childcare Coordinator** will live out their discipleship to Jesus Christ by working with the leadership of Faith Church to implement the vision of the church: "Restoring the World One Relationship at a Time."

Key Roles:

- Recruit, hire, train and supervise childcare workers. Maintain a list of approved workers.
- Oversee and schedule the childcare services at the Dyer Campus for women's Bible studies, Celebrate Recovery, Wednesday evening services, MomsNation and other events.
- Provide curriculum and maintain a library of approved child care resources.
- Facilitate training of teaching methods used to deliver approved curriculum with the children. Provide resources as needed.
- Ensure completion and documentation of Level 4 required approvals for all childcare service personnel; background check, elder/deacon approval, safety training and reference checks.
- Ensure completion and submission to payroll department of payroll documentation (W-9 and Electronic Fund Transfer Authorization forms) for all childcare service personnel.
- Review, approve and submit monthly "Childcare Payout Request" forms
- Facilitate required Faith Church safety policies and procedures training, child care guidelines and procedures with all child care workers and insure that they are followed consistently.
- Facilitate training on the incident reporting process with all child care workers and provide support and assistance with any issues that may arise.

- Ensure that childcare facilities are safe, sanitized environments in which to provide care to participant children: this may include but is not limited to sanitizing of toys and play areas, monitoring for broken equipment or toys that may cause danger or harm to a child and general cleanliness of rooms and bathrooms within childcare rooms.
- Provide resources to other campuses as needed; approved curriculum, list of approved childcare workers including contact information and assist with processing paperwork.
- Other duties as assigned

Competencies:

- Responsible, self-starter who is dependable and takes initiative.
- Ability to communicate effectively and interact respectfully with children, families, staff and ministry leaders.
- Ability to properly complete paperwork, facilitate training and maintain excellent records.
- Effectively track expiration dates for background checks and training in adherence to Faith Church guidelines.
- Knowledge of and/or education in the principles and practices of leading and working with children.
- Ability to respect confidentiality of children and program participants.
- Possesses knowledge of and/or education of principles and practices in leading and working with children; shares tips and works well with others.
- Strong time management and organizational skills, with a heightened level of attention to detail.
- First aid certification, CPR training encouraged.

Credentials:

- Degree in Early Childhood Education preferred. Certification in a child care program preferred.

Experience: Two years of relevant experience is preferred.