



# Childcare Coordinator

## JOB DESCRIPTION

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<b>Job Title:</b>	Childcare Coordinator
<b>Department/Ministry:</b>	Children's Ministry
<b>Position Status:</b>	Part-Time 6 hours per week, flexible hours/days during summer.
<b>Reports To:</b>	Children's Pastor

### Job Purpose

Responsible for screening, hiring, and scheduling of Paid Childcare workers, and to oversee that kids are loved, safe, and cared for during all MOPS meetings, Refuge nights, and Church classes/meetings.

### Summary of Essential Job Functions

- Works with the MOPS Steering Team & Cornwall Church staff to ensure quality childcare is provided
- Provide support to the needs of young mothers and a dedication to providing a safe environment for kids
- Uses Cornwall's hiring processes or volunteer procedures to build and maintain a healthy workforce that meets the needs of "childcare provided" meetings
- Clearly communicates expectations and schedule information to the Childcare providers
- Assign and manage the planning center check in system and monitor the classrooms, making changes and adjustments to a child's designated room as needed. Our desire is always to make room for as many kids as possible without going way over our student /teacher ratios
- Oversee the planning, purchasing, and organization of all recruitment ads, rooms snacks, or materials based on curriculum or needs
- Assign and assess worker placement in classrooms
- Act as a liaison between Childcare Workers and Parents to ensure healthy communication and process's are being upheld, maintain a high level of trust and cooperation with families
- Ensure that timesheets for paid childcare workers are complete and turned in weekly
- Contribute to overall Children's Ministry strategy
- Check classrooms after meetings to insure it is clean and tidy, empty garbage, diaper bins, and close up rooms as needed
- Coordinates regularly with Early Childhood Director and Children's Pastor
- Full agreement with Cornwall Church's mission statement and strategy

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### Estimated Time Allotment and Benefits

- 4 hours/week on MOPS (Tuesdays, includes steering committee meetings)
- 2 hours/week Scheduling (includes Refuge Wednesdays, church events and classes)
- Often summer months June-Aug have no scheduled meetings and provide no paid hours for this coordinator position. Any payable hours within this timeframe shall be approved with the Children's Pastor
- Events that fall outside of the allotted hours above, such as: MOPS retreats, GLS, or other training/meeting times may not be eligible for paid hours, please consult with Children's Pastor prior to making arrangements
- Sick leave is provided one hour for every 40 hours worked

## **Minimum requirements**

- Ability to lead a team and work independently
- Detail oriented with communication and organizational skills
- Loves Jesus and has a growing knowledge of God's Word
- A demonstrated heart and passion for children and families