



Childcare Coordinator

Job Description

Biblical Foundation: **Vision: TRANSFORMING LIVES WITH THE TRUTH OF JESUS.** Transformation in someone's life can only happen by the Spirit of the Lord. **Values: Connect** to Jesus, **Grow** in Jesus, and **Multiply** for Jesus.

Rationale: To lead and oversee childcare/childcare staff.

Reports to: Preschool Minister/Kids Pastor

Job Classification: Full time

Job Summary: To provide leadership to childcare (birth-5th) with Kids Ministry as we work together to see people changed by the Truth of Jesus.

Supervisory Responsibilities:

1. Supervisor to:
 - i. Childcare team members.
2. Oversees the daily workflow of the department.
3. Provides constructive and timely performance evaluations.
4. Handles discipline and termination of employees in accordance with company policy.
5. Other duties as assigned.

Responsibilities:

1. Works with Preschool Minister/ Kids Pastor in developing and implementing plans for childcare enlistment, recruitment, training, retention, and onsite coordination of summer programming including, but not limited to, Vacation Bible School, camps, Family Nights and other activities as needed.
2. Be onsite Wednesday nights, Sunday mornings, Sunday nights, Kids Night Out, Bible Studies, Trainings, and any other events with 30+ kids.
3. Recruit, train, and lead childcare team.
4. Resource and encourage childcare team.
5. Manage Sunday morning childcare.
6. Plans and prepares for childcare.
7. Plans and prepares along with Preschool Minister/ Kids Pastor for training Childcare Staff.
8. Assists in planning and preparation of ministry events.
9. Oversees weekly childcare activities.
10. Ensure ALL childcare staff are complete appropriate orientations on mission and vision as well as rules of conduct, safety, etc.
11. Other duties as assigned.

Qualifications:

1. High school degree required; college degree preferred.
2. Mission and vision and how this ministry can work with the Church body to fulfill this vision.
3. Ability to listen effectively and to communicate clearly to children and their parents / caregivers.
4. Strong people skills.
5. Strong organizational skills; detail oriented.
6. Have a high commitment to moral and ethical standards, striving in all actions to be pure of heart, mind, word, and deed.
7. Must be available to work a flex schedule encompassing Wednesday night, Sunday morning services as well as special ministry events throughout the year.
8. Must be able to pass pre-employment drug screen as well as criminal and sexual misconduct background checks.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Physical Requirements:

1. Prolonged periods of sitting at a desk and working on a computer
2. Must be able to lift 25 pounds at times.
3. The ability to work on site in Green Acres offices and campus.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement:

Green Acres Baptist Church is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, national origin, veteran or disability status.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

_____ **Signature** _____ **Date**