

**Position:** Childcare Coordinator

**Ministry Area:** Kids Ministry

**Reports to:** Childcare Manager

**Status:** Part Time

**Supervises:** Childcare Team Members

**Purpose**

This position is to build a community that seeks to glorify God by leading the New Generation to surrender their lives to Jesus, by making disciples of the New Generation to come through relevant and engaging ministry to children and their families.

**Job Requirements and Experience**

- 18 years of age
- 3 years of experience caring for children
- Infant and Child First Aid/CPR Certification (can be scheduled upon hire)
- National Background Check will be conducted

**Required Competencies and Skills**

- Ability to develop priorities in regard to caring for children
- Sound judgment and above reproach character
- Good written and oral communication skills

**Key Environments**

- Services on Thursdays & Sundays
- Weekday childcare for staff
- Other times as needed for events that need childcare staff available

**Key Responsibilities**

- Keep inventory of childcare supplies and let Campus Kids Minister know when items are needed (diapers, wipes, cleaning supplies, change of clothes, etc.)
- Assign childcare team members to rooms for services and events at campus
- Schedule Childcare Team for services and events at campus
- Minimal laundry needs on a weekly basis
- Discipleship of Childcare Team Members
- Ensure coverage for all services and events
- Ensure cleanliness of campus childcare space
- Ensure childcare team at campus follows policies and procedures
- Train new childcare team members at specific campus

**Measurements of Success**

- Model the Church of Eleven22's mission, vision, and core values
- Create disciple-making disciples
- Being a healthy leader of the Childcare Team building camaraderie and caring culture
- Anticipate childcare staff needs
- Positive attitude at all times in caring for children, engaging parents, and interact with childcare team members