

Position: Childcare Manager

Reports to: Kids Minister Project Manager

Supervises: Campus Childcare Coordinators, Childcare Staff

Classification: Full Time

Purpose

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.

Educations

- Associates Degree

Experience

- 3 years' experience caring for children
- 3 years' experience managing people
- Infant and Child First Aid/CPR Certification (can be scheduled upon hire)

Key Responsibilities

- Lead in scheduling/managing/training childcare staff across all campus
- Oversee/Develop childcare campus coordinator positions
- Lead in communicating with childcare staff
- Create childcare forms for ministry area events
- Communicate with other ministry areas
- Ensure cleaning processes and procedures are being implemented in kids' space
- Execute and improve childcare systems processes, policies, and procedure
- Implement structure in weekday childcare
- Execute and improve the safety protocols to ensure safety of children in care
- Lead in supplying rooms with childcare specific supplies for weekday, special events and weekend needs across all locations
- Manages hiring process for childcare staff
- Manages payroll/timesheets bi-weekly for childcare staff
- Model discipleship by being primary disciple maker

Key Environments

- Kids Experience during services
- Events at campuses
- Weekday childcare at San Pablo

Measurements of Success

- Model the Church of Eleven22's mission, vision, and core values
- Making of Disciple making disciples
- Ability to adapt to change
- Strong proactive communication skills
- Anticipate and Develop childcare staff needs and processes
- Efficiently meet deadlines