

# THE CHURCH OF **Eleven22**

**Position:** Childcare Coordinator-Arlington Campus

**Ministry Area:** Kids Ministry

**Reports to:** Childcare Manager

**Supervises:** Childcare Campus Staff

**Classification:** Part Time (25hrs/week)

## **Objective**

Location of this position is at the Arlington location. The purpose of the 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.

## **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 special events
- 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

## **Competencies**

- Model the Church of Eleven22's mission, vision, and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Strong proactive communication skills
- Ability to develop priorities in regard to caring for children
- Sound judgment and above reproach character
- Good written and oral communication skills
- 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



## **Education & 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

## **Position Type/Expected Hours of Work**

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

## **Work Environment**

- Working inside and occasionally outside
- May occasionally work with a printer

## **Physical Demands**

- Picking up children
- Stocking supplies
- Bend and stand as necessary

## **EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.