

Position: Child Care Coordinator

Reports to: Mission Kids Director

Hours: 5-20 hours/week, depending on ministry calendar (*must have Monday & Tuesday evening availability*)

Compensation: Part-time hourly



Description:

The Child Care Coordinator works as part of the Mission Kids Team to create an excellent environment and experience for children birth through 5th grade during Mission Church groups, workshops, Start Parties, or other ministry events. The coordinator will maintain a high standard of care aligned with Mission Kids values and practices at these events. The coordinator is responsible to build, lead, and schedule a team of child care workers and carries the responsibility of having materials and programming planned and prepared for these events. The coordinator casts vision with the team, oversees all details of child care events, and follows through on objectives so that the child care experience at events reflects Mission's greater desire to help people find and follow Jesus.

Meetings & Teams:

- Check-ins with Mission Kids Director - regularly
- Mission Kids staff meetings - 2x per month (Tuesday mornings)
- All staff meetings (monthly: Tuesday afternoons) and staff prayer (weekly: Tuesday mornings)

Responsibilities:

- Build, coach, and lead the child care team for Mission events
- Schedule volunteers for all child care events, ensuring that there will be enough volunteers to create a great experience for kids
- Adapt existing and create new activity guides for child care events
- Purchase, print, and prep all materials needed to implement activity guides, managing supplies as needed
- Communicate and collaborate with Kids Team about room needs for child care events, and set up and tear down rooms each week for events
- Lead as point-person at events, adhering to all safety policies and procedures and making adjustments to improve safety and security as needed
- Complete administrative tasks associated with child care events
- Build relationships with kids and engage parents/guardians and families through relationships and effective communication
- Participate in ongoing and special projects with the Kids Team or Mission Team, as needed