



POSITION TITLE: CHILD CARE COORDINATOR

REPORTS TO: Children's Pastor

POSITION PURPOSE: The primary focus of this position is to serve the Lord and the body of Grace Covenant Church by providing administrative and organizational support for Grace Kids. This position is responsible to lead, equip, organize and oversee the paid childcare workers who provide care for children during weekday ministries and special events.

POSITION RESPONSIBILITIES:

- Recruit, hire, coordinate, schedule, train, develop and supervise staff of supervisors and 25-30 childcare workers who provide care for children during special events (including weekend conferences), weeknight ministries and weekday ministries
- Work with the human resources director to gather necessary employee documentation, troubleshoot, problem solve, and resolve personnel issues as they arise
- Coordinate with ministry leaders and their staff to ensure details for specific ministry needs
- Track and submit expense reports to accounting dept
- Plan and prepare curriculum used during events
- Maintain organization and inventory of supply rooms and storage areas
- Other duties as assigned

POSITION REQUIREMENTS:

- Be well organized, detail-oriented, have a strong work ethic and able to self-manage
- Function well with other team members
- Be comfortable working with database and event planning church software systems
- Provide our families a safe, fun, engaging and spiritually nurturing environment for their children during weekday programs and special events
- Be able to lift up to 25 lbs.; push and pull over 25 lbs.
- Climb step ladders

POSITION QUALIFICATIONS:

- Computer proficiency in Microsoft Office products
- Use of copier and office equipment
- Administrative experience preferred
- Have experience working with children, families and overseeing people
- Personal desire to use talents, time and abilities to serve the Lord and His people
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church

POSITION STATUS:

- Part-Time (15-20 hours) non-exempt
- No benefits provided
- A background check will be required