



POSITION DESCRIPTION CHURCH-WIDE CHILDCARE COORDINATOR

<p>Approved: 19 April 2021 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A</p>	<p>WSFC Employment Category: Regular, Part-Time – approx. 15 hours/week, varies WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Administrative Director</p>
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SUMMARY

The Church-wide Childcare Coordinator furthers the West Shore Free Church (WSFC) mission by overseeing spiritually nurturing, safe, and secure childcare for specific ministry and church-wide events requiring childcare services. This position would offer meaningful, age-appropriate ministry to children, and recruit and guide childcare contract workers. This role also obtains and keeps up to date background check clearance files for all employees and volunteers that require clearances for their role, including tracking and follow-ups as necessary. Hours vary seasonally from 5 to 25 hrs/wk to accommodate recruiting, training, and ministry activities.

QUALIFICATIONS

Ministry Specific

- Bachelor’s degree preferred, but not required
- Passion for children’s ministry, especially guiding predominantly college-age workers to use their calling and gifts to serve children and their families
- Experience in children’s ministry and curriculum selection/development
- Strong skills in building relationships, supervising, recruiting, training, and scheduling contract childcare workers (most have historically been Messiah University students)
- Ability to manage multiple, concurrent projects and multi-task well
- Experience in administrative support and event planning preferred
- Self-motivated individual with strong organizational and team building skills
- Skilled in oral and written communications
- Detail-oriented, service minded, and flexible
- Manifests good character, wisdom, and discerning judgment
- Self-starter who works well with minimal supervision and general guidance
- Ability to work well and graciously under pressure
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



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RESPONSIBILITIES

- Provides overall ministry supervision, including recruiting/training/selection/scheduling contract childcare workers & any volunteers (including volunteer supervisors from Women's Ministry to assist with their large events)
- Ensures appropriate policies are followed (e.g., Child Protection, Check-in)
- Advertises for Childcare worker recruitment, and meets with those interested
- Coordinates with Accounting, pays workers and maintains accurate records: worker database & records, pay ledger
- Selects/develops/provides lesson curriculum for use during childcare events
- Coordinates with Resource Coordinator to schedule rooms and any needed support equipment
- Coordinates with Resource Coordinator for any outside (non-WSFC) events requesting childcare, determines supportability and oversees selected childcare support
 - We limit non-WSFC events with childcare to those that are ministry-related and with Christian ministries with which WSFC has a relationship
 - We do not provide nor host childcare for private or non-ministry events
- Provides classroom supplies/snacks, as needed, in coordination with Children's and Women's Ministries
- Obtains and keeps up to date background check and clearance files on all employees and volunteers that are required to obtain clearances for their role. This includes tracking for when updates to clearances are required and following up on paperwork that has not been received.
- Attends specified staff meetings and occasional staff training events
- Executes other general administrative duties as required.

REPORTING RELATIONSHIPS

The position reports directly to the Women's Ministry Director. The position works closely with the database coordinator for obtaining and tracking childcare clearances and with various WSFC ministries to support their childcare needs.

WORKING ENVIRONMENT

Work will be accomplished on-site (majority) and remotely. On-site work would include during childcare events and for worker training and orientation. Most other responsibilities can be accomplished remotely. There may be occasional travel to local church and ministry partners and Messiah University.