



GRACE PRESBYTERIAN CHURCH
POSITION DESCRIPTION

WOMEN'S MINISTRY CHILD CARE COORDINATOR

Effective Date: May 13, 2019
Title: Women's Ministry Child Care Coordinator
Classification: Part-Time
Benefits: As indicated in the Staff Handbook

General Purpose:

To oversee child care for women's ministry events

Key Goals and Objectives:

- Plan, assist, implement, and oversee all aspects of Tuesday morning childcare and Friday MOPS Kids
- Recruit, train, and schedule child care workers
- Provide child care for additional women's events as requested

Reporting Relationships:

Position reports to: Director of Women's Ministry

Position consults with: Director of Children's Ministry

Positions that directly report to this position: Childcare workers and volunteers

Key Job Responsibilities

1. Recruit and hire child care workers to provide excellent care for children of all ages and abilities
2. Teach and train child care workers in safety procedures, church policy, and children's ministry procedures
3. Communicate effectively with parents, child care workers, and church staff on a regular basis
4. Plan and schedule age appropriate activities for each classroom
5. Maintain clean classrooms and toys and provide supplies and materials needed
6. Complete background checks, ensure necessary paperwork is completed, and oversee completion of time cards for all childcare workers
7. Utilize the church database system, Grace Connect, for room reservations and check-in process for children and workers

Key Success Factors:

- Strong organizational skills with extreme attention to details with an eye for excellence
- Ability to build and lead volunteer teams
- Self-starter, good at multi-tasking and prioritizing projects
- Proficient computer skills and ability to utilize social media platforms to reach others

Qualifications:

- Well-organized, effective communicator, good people skills
- Ability to be on your feet for long periods of time
- Experience in working with children and families
- Considerate of others
- Good attitude
- Reliable and trustworthy
- Team player
- Manages details

Review: Reviewed annually