

## CHILDCARE COORDINATOR

### PURPOSE:

The childcare coordinator will be responsible for managing the childcare ministry to ensure excellent support and care for children during special events and church programs at Bell Shoals.

**HOURS:** Part time. Hours vary depending on programming needs.

**REPORTS TO:** Preschool Director

### RESPONSIBILITIES:

1. Recruit and interview prospective childcare staff.
2. Prepare work schedule for childcare staff.
3. Coordinate and participate in training of new employees.
4. Manage ongoing training of current employees in areas, such as, CPR, First Aid, Classroom and Playground Safety, Hygiene, etc.
5. Prepare monthly billing and summary reports.
6. Manage and approve requests for childcare in a timely manner.
7. Pray regularly for childcare staff and encourage them in their spiritual growth.
8. Shop for childcare supplies, as needed.
9. Maintain communication with the Preschool Director, to plan and coordinate events, to include scheduling, reservations, room assignments, etc.
10. Direct staff in providing excellent care for kids utilizing lessons and fun activities.
11. Interact with parents, guardians, and staff in a friendly and positive manner.
12. Always adhere to Bell Shoals safety and security protocols.
13. Arrive before program or event and stay after the event to disinfect and organize supplies and insure a safe dismissal process.
14. Attend occasional training meetings as deemed necessary by Preschool Director.

### QUALIFICATIONS:

1. Exhibits a personal faith in Jesus Christ.
2. Passionate and enthusiastic about the values and mission of Bell Shoals.
3. A member of Bell Shoals or another Bible-believing local church.
4. Previous experience working with children from babies through age 11.
5. Be able to understand and lead children in activities with flexibility and patience.
6. Possess a loving and caring attitude toward children and families.
7. Physically able to move from floor to standing as you interact with kids.