



POSITION TITLE: Childcare Coordinator

POSITION SUMMARY

The Childcare Coordinator is responsible for leadership over his/her child care events. They work closely under the leadership of the Director, to oversee the discipleship of the children and teachers.

KEY RESPONSIBILITIES

- Take ownership of designated child care events.
- Plan teacher and classroom schedules.
- Assist in recruiting workers.
- Able to communicate with parents and childcare workers in a professional manner.
- Work comfortably with special needs and aiding in organizing these events.
- Lead child care events.
- Remain aware of how each event is functioning.

REQUIREMENTS

- Needs excellent organization skills.
- Detail oriented.
- Computer experience required.
- Able to organize special needs child care.
- Encourage staff
- Relationship builder with staff, parents, and children.
- Lead Wednesday night child care for Midweek.
- Assist the Child Care Director with Bloom on Tuesday mornings.
- Help with other special events as needed.
- Able to solve problems with child care issues including getting substitutes for classes last minute.

EDUCATION

- HIGH SCHOOL DIPLOMA (REQUIRED)
- College Degree Preferred