



Position Profile: Childcare Coordinator

General:

The Childcare Coordinator serves Grace Community Church by recruiting, screening, training, scheduling, and managing childcare workers for all non-Sunday School church events requiring paid childcare, in keeping with the safety and securities policies and vision of the church. This is a 10 hour per week part-time position.

Skills Needed:

- An attitude of service and humility in working with the church staff and volunteers.
- A strong work ethic and commitment to excellence.
- A flexible schedule.
- A thorough understanding of safety and security policies of Grace Community Church.
- Working knowledge of current computer software and web-based applications.
- Excellent verbal and written communication skills.
- The ability to handle confidential information in a professional manner.

Responsibilities:

1. Work with the *Pastor for Children and Families* and the *Ministries Assistant for Children and Youth* to coordinate childcare for GCC events in order to secure the appropriate number of approved workers and supervisors. If a supervisor is not available, on-campus attendance will be necessary to oversee and assist the childcare workers. Extra compensation will be paid for on-campus hours.
2. Recruit and screen childcare workers according to GCC policies.
 - Find workers and supervisors through personal recommendations from members, other childcare workers, local high schools and colleges, etc.
 - Maintain a current list of approved workers and supervisors and seek new workers throughout the year.
3. Ensure that workers are trained in and comply with GCC safety and security policies.
 - Provide written policies to all new workers via email or printed forms.
 - Discuss the policies with new workers by phone or in face-to-face meetings.
 - Require workers to sign the form stating they have read and agree to the "GCC Safety and Security Policies" and the "Grace Community Church policy on Church Membership, Ministry Service, and Sexual Sin."
 - Ensure workers and supervisors know and follow emergency procedures.
 - Address concerns with workers who are not in compliance with policies.
 - Communicate with the *Pastor for Children and Families* if a worker refuses to comply with policies.
 - Follow the reporting procedures outlined in the policy handbook in the case of reported abuse.

4. Become proficient with the church's web-based registration and check-in system and set up registration and check-in for all relevant events.
5. Assist community group leaders/volunteers in recruiting and screening paid childcare workers for their group. Community group leaders will be responsible for scheduling and communicating with childcare workers for their own group.
6. Communicate with the *Director of Operations* and childcare workers regarding payment for services rendered.
7. Serve under the supervision of the *Pastor of Children and Families* who serves under the supervision of the *Pastor* and is accountable to the elders.