

Position Title: Childcare Coordinator

Department: Family Ministry

Reports to: Family Ministry Pastor

Supervises: Childcare Workers

FLSA Status: Non-exempt, Hourly Part-time

Pastoral Status: Non-Pastoral

Weekly Hours: 15 hours/Week

JOB SUMMARY

The Childcare Coordinator is responsible for supporting the childcare needs of the CPCC ministries. This includes planning, organizing, coordinating, communicating, and managing all logistics related to childcare.

KEY DUTIES & RESPONSIBILITIES

- Recruit, onboard, train, and manage a team of childcare workers.
- Collaborate with Supervisor and HR on hires and terminations.
- Coordinate the required background checks with the Ministry Services Admin.
- Maintain electronic employee files for childcare workers and volunteers, per HR standards.
- Become acquainted with, abide by, and suggest updates to all the policies listed in the Childcare Handbook.
- Verify and approve employee hours for each payroll period by the designated deadline.
- Manage scheduling of all childcare workers, adhering to established safety ratios. Utilize qualified/vetted substitutes when needed.
- Establish routines to maintain safety and fun in the childcare environments. Utilize the CP Kids curriculum as an alternative to free-play or movies.
- Utilize check-in system to ensure registered children are dropped off and picked up.
- Be familiar with fire escape routes and severe weather rooms.
- Follow process for documenting any injury a child has while in our care.
- Be present when childcare is being offered, arriving 30 minutes before a class/event to set up check-in stations/rooms and leaving no later than 15 minutes after all children have been picked up and the room has been reset to the requested setup.

QUALIFICATIONS

Education/Experience

- High School diploma or equivalent
- Must be at least 18 years old and in good health
- Experience: 1+ years of coordination of childcare experience preferred

Skills/Specialized Knowledge/Abilities

- Proficiency in computer skills and database navigation and management
- Excellent organizational skills and attention to detail
- Excellent written, verbal, and interpersonal communication skills
- Prioritization and problem-solving skills to meet requests, needs, tasks, and goals
- A love for children and a commitment to teaching God's love
- A welcoming, joyful, and approachable demeanor; a servant attitude

- A desire to work cooperatively as a team to accomplish the goals of the childcare ministry
- Ability to maintain a calm, loving approach under pressure

Licenses/Registrations/Certificates

- Current certification in First Aid and CPR
- Complete Child Abuse Detection training and Communicable Disease training within 1 month of hire

WORK SCHEDULE

- **Weekdays:** Wednesdays, 9:30am-11:30am & 5:30pm-9:00pm; Thursdays 5:30-9:00pm
- **Weekly Hours:** 15 hours per week average

PHYSICAL REQUIREMENTS

Work Environment

- Most work is performed in a childcare setting in a large, multi-level office, or church environment. Some work may be conducted at home.

Physical Demands

- **Mobility:** The ability to walk, stand, and move freely throughout church facilities
- **Computer and Office Work:** Regular use of a computer keyboard, phone controls, and other standard office equipment, which requires manual dexterity, close vision, and the ability to sit for long periods
- **Lifting:** The occasional ability to lift and move children and items such as equipment and supplies, typically up to 25 pounds, but sometimes up to 50 pounds
- **Communication:** The regular need to talk and hear in various contexts, including leading volunteers, training sessions, meetings, and public speaking
- **Vision:** Specific vision abilities, including close vision, distance vision, and the ability to adjust focus.

SPIRITUAL REQUIREMENTS

As a Center Pointe staff member, the Childcare Coordinator is expected to: be an actively contributing member of Center Pointe aligned with the beliefs in our Statement of Faith, reflect Christ in both words and actions and follow Christ as a role model in their personal life and ministry at Center Pointe, and to promote and demonstrate the Center Pointe Core Values and Staff Values as part of an ongoing lifestyle.

PERFORMANCE REVIEW

The Childcare Coordinator will participate in a performance review process at least annually. Performance will be measured relative to staff and church values, as well as the job description and strategic objectives previously established.

EMPLOYMENT AT-WILL

All employees of Center Pointe are at-will, and as such, are free to resign at any time without reason. Center Pointe, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of Center Pointe has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

ACKNOWLEDGMENT

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Team and Teaching Pastor.

This job description is not intended to be all-inclusive; the employee will also perform other reasonably related job duties.

Employee Printed Name

Employee's Signature

Date

Supervisor Printed Name

Supervisor's Signature

Date