



Position/Title: Childcare Coordinator	Adopted: 6/11/14 Revised: 8/17/17
<b>POSITION DESCRIPTION</b>	
Department: Client Support	
Reports To Position: Director of Client Support	Employee Type: Part-time or for 1 or 2 employees (possible job share)
FLSA Status: Non-Exempt hourly	Hrs./Week: 29 hrs/week or less
Physical Demand Rating: Active	Work Environment: varied/changing
Pre-employment Testing: Background check prior to hire	Probationary Period: 90 days or less from date of original hire

<b>General Statement of Duties</b>
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The Childcare Coordinator is responsible for the care and spiritual encouragement for the clients' children during Earn While You Learn classes.

<b>Examples of Essential Work</b>
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**Children's Ministry Operations**

- Ensure a safe and sanitary environment at all times for the children to play and learn
- Maintain CPR and Mandatory Reporting certifications
- Create bulletin boards and seasonal decorations for the room
- Communicate with clients regarding their child's time in the Children's Ministry room
- Encourage biblical principles in teachable moments for play, conflict resolution, respect of people and property.

**Volunteer Supervision**

- Work with the Volunteer Relations Coordinator to recruit volunteers to assist with caring for the children.
- Organize and schedule volunteers to ensure adequate adult supervision for the children in accordance with our Child Protection Policy
- Provide training and orientation for volunteers so they understand the mission of Children's Ministry and the Child Protection Policy
- Lead monthly in-service sessions for volunteers September through May
- Maintain communication with volunteers to encourage and reward their efforts; including Volunteer Appreciation Picnic and Volunteer Christmas Party
- Manage through occasional challenging volunteer conduct

**Miscellaneous**

- Periodically lead staff prayer time
- Perform other duties as requested by the Director of Client Support or Executive Director

<b>Required Knowledge and Abilities</b>
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- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and the biblical standard of sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and the policies of Bridgehaven
- Be self-motivated, dependable, coachable, nurturing and responsible
- Have maturity to respect and keep information confidential
- Be friendly and respect the dignity of all persons
- Ability to organize work and manage the efforts of other people
- Be able to multi-task and work with multiple interruptions

#### Necessary Experience and Training

- One to two years of post-secondary education with an emphasis in child development or education or equivalent experience
- Have at least one year experience caring for and teaching children or teaching children

#### Required Special Qualifications

- CPR and Mandatory Reporter Certification (or the ability to obtain these certifications within 60 days of hire)

#### Essential Physical Abilities

- Position involves working in a childcare setting.
- Occasional (10-20%) reaching and viewing a computer and other types of close visual work
- Frequent (34-66%) standing, lifting, carrying, and grasping
- Constant (67-100%) sitting, walking, repetitive motion, talking and hearing