

Title: Childcare Coordinator

Classification: Part time

Hours: Up to 25 hours a week

Reports To: Business Manager

Job Summary

The Child Care coordinator will be responsible for recruiting, training, and scheduling child care workers for ministry events at both Rivertree Church Campuses. They will partner with ministry leaders to coordinate childcare for children and family activities and events in order to assist them in their vision to reach parents and minister to families.

Job Qualifications

- College Bachelor's Degree a plus; High School Degree a must.
- Maintains a character above reproach, leadership style, and lifestyle as depicted in scripture (1 Tim. 3).
- Collaborate with other local Children's ministry workers to identify best practice policies and procedures for more effective ministries.
- Multi-team communication experience.
- Organized and experienced in scheduling and training
- Experience in working with children and volunteers

Job Responsibilities

- Participating in recruiting, engaging, training, praying for, and scheduling new child care workers
- Participate in Childcare Training sessions.
- Keep Child Care hiring and training packets stocked
- Hire hourly staff with the Finance/HR Director.
- Build a team of childcare workers of different ages across both campuses.
- Work with Rivertree's Finance/HR Director to ensure Childcare documents are up-to-date as new employees come in before scheduling.
- Work to create a good child-to-staff ratio in accordance with SafeChurch policies.
- Communicate weekly volunteer schedule to ministry leads and the Business Manager.
- Implement and enforce safety and sanitary procedures.
- Supervise paid childcare workers either directly or with an adult representative.
- Fill in as a substitute as needed.

- Work with the Finance/HR Director in order to work within the allocated childcare budget.
- Communicate with the Finance/HR Director to collect time sheets and manage childcare payroll.
- Work with ministry staff to determine registration procedures.
- Ensure an adult leader is at each event requiring childcare for supervision and accountability.

Job Requirements

Must be able to carry 40 pounds

Must be willing to work both office and evening hours depending on the needs of the events.

Must oversee childcare workers across both campuses.