



JOB DESCRIPTION

Job Classification: Non-Exempt; Temporary

Childcare Team Leader

July 2025

OUTCOMES AND RESULTS – SUCCESS IN THIS POSTION WILL RESULT IN:

1. Safe, engaging, and quality childcare and childcare environments
2. Strong relationships with caregivers, children, and families

MAJOR RESPONSIBILITES AND ACTIVITES:

1. Ensure the safety of children in childcare
2. Encourage and support caregivers in their professional and spiritual growth during scheduled shifts
3. Observe caregivers to identify training needs
4. Model effective communication with parents
5. Greet families and help with questions or concerns
6. Communicate event details and changes with caregivers in a timely manner
7. Secure substitute leader when unable to lead assigned event and alert Staff Member of change
8. Plan and prepare curriculum for childcare events
9. Assist Staff Member with scheduling, time sheets, payroll, and ministry allocations
10. Know and maintain the HCBC Safety & Security Policies
11. Know and maintain the Childcare Policies & Procedures

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Hill Country Bible Church member or complete Discover Hill Country within six months
2. Attend Sunday morning worship at Hill Country Bible Church
3. Arrive 15 - 30 minutes before scheduled caregiver arrival time to setup rooms
4. Train and model classroom management skills and techniques
5. Attend Ministry Leadership Meetings
6. Use PCO (Planning Center Online) for scheduling caregivers
7. Use various computer applications and websites, such as Rock RMS (Church Database) and Excel.
8. Available to work/lead Holiday and Large Group Events

CULTURE AND CLIMATE:

1. Position reports to Weekday Childcare Coordinator as part of the Weekday Childcare Ministry
2. Ability to lift 40 lbs. and bend/squat
3. Physical capability to work any shift without restrictions
4. Practice the principle of Biblical conflict resolution and restoration (Mt. 18:15-20)
5. Staff culture is goal-oriented, collaborative, with accountability
6. Embrace HCBC's Mission, Vision, and Values

Employee Printed Name

Employee Signature

Date