



JOB DESCRIPTION

CHILD CARE COORDINATOR

Job Classification: Ministerial Exception, Part Time, 28 Hours per week

Date: May 2021

Summary

Every child I precious to Jesus, fashioned with purpose for eternal impact in the generations to come. (Psalm 127:3; 139:13-14; Jeremiah 1:5; Matthew 19:14). God passionately desires to build in each child a strong foundation for a life of incredible impact for Christ.

The person who serves in this role is committed to building a child's foundation through Faith, Family and Fun. They will coordinate all aspects of the weekday childcare needs and are responsible to hire, lead and shepherd caregivers, ensure a safe and fun environment for kids, oversee meaningful curriculum, and build trust with parents that their kids are loved and well taken care of.

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

- Alignment and advanced of the *Ministry Purpose and Plan* for Children's Ministry to build a child's foundation through *Faith, Family and Fun* – reinforcing a life of purpose following Jesus that starts now and lasts forever
- Vibrant weekday Childcare Ministry that engages children, connects with parents, and further saturates our community with the love of Jesus
- Leaders are identified, engaged and empowered to take greater ownership of the ministry
- Child Care ministry has relevant and engaging biblical curriculum that communicates the good news of Jesus Christ as well as impacts the hearts, minds and actions of children
- Parents have peace of mind that when they are attending any event at Hill Country their kids are loved and well taken care of; growing integration of families into the life of the church and as disciple-makers of their children

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Understand, engage, and personally own the mission, vision and Church Goals of Hill Country (includes: Discipleship/Fully Formed Followers, Gospel Saturation (personal evangelism/intentional life-patterns/BLESS), Leadership Development (identifies, equips, empowers and develops leaders – living out an Eph. 4 model)
- Lead the strategies to provide quality weekday childcare across all locations; collaborate with the Children's Ministry Staff Team; work closely with the Family Ministry Team and Location Leaders
- Hire, develop and staff/schedule caregivers and leaders to meet the needs of the church; problem solve in an ever-changing world (Covid, locations, in-person protocols, etc.)
- Effectively communicate across a myriad of channels to engage workers and leaders (build relational capital at Hill Country and in the community, create job ads, post on various platforms, filter applications, and conduct interviews)
- Provide employment documentation; collaborate/process completed employee paperwork through HR
- Supervise leaders and caregivers; elevate issues as needed; spiritually invest further in a few each year through discipleship
- Relationally connect and build trust with the families we serve – help people feel welcome and to take next steps
- Plan and execute yearly ministry budget and ministry values within Children's Ministry
- Proactively uncover, plan and staff monthly calendar of events (church-wide) requiring childcare; communicate with church-wide staff and ministries about childcare needs and help them coordinate for their events)
- Collaborate with CM and other Child Care ministries to learn and hone best practices.
- Work with a team to create and deliver lessons from God's Word; own the scope and sequence of biblical curriculum; collaborate with the CM team to provide safe and fun environments for kids; elevate needs as appropriate; purchase curriculum and ministry related items with budgeted funds
- Ensure workers and leaders are trained on safety standards/protocols; owner of the *Child Care Ministry Policies and Procedures Manual* and *Training PowerPoint Presentation* as well as various ministry forms/resources
- Ensure the classrooms and childcare spaces (across locations) have the supplies they need to function effectively (i.e.: chairs, tables, toys, laundry detergent/fabric softener, batteries, water bottles, snacks, etc.)
- Plan and lead monthly leadership meetings (internal) and yearly meetings and/or educational classes (external)
- Participate as an active staff member at Hill Country – fully engaged in the life and ministry of the church

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong administrative skills; knowledge of Microsoft Office, Word, Excel, and PowerPoint
- Ability to learn and implement specific programs (Touch Point (database), Service U, ADP, ADP Timeclock, and Planning Center Online (scheduling, people, and reservations) to successfully run ministry
- Excellent people skills with the ability to lead, train, and invest in caregivers; prior experience working with volunteers, staff and developing leaders
- Availability to work large events weekly/bi-weekly/weekends/holidays (MOPS, Women's Bible Study, and occasional larger outside events)
- Ability to lift 40 pounds. physically set up rooms/locations, and walk a large campus
- See themselves as an owner of the mission, vision and values of Hill Country
- Mature follower of Christ who theologically aligns with our core beliefs and becomes a church member within 3 mo. of hire

CULTURE AND CLIMATE:

- Position reports to Early Childhood Coordinator as part of the Children's Ministry Department
- Staff culture is goal-oriented and collaborative; values celebration; priority of personal evangelism
- Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves