



HILL COUNTRY BIBLE CHURCH

JOB DESCRIPTION

CHILD CARE COORDINATOR

Job Classification: Non-Exempt, Part-Time hourly; 20 hours

Date: January 2021

Summary

The person who serves in this role is committed to building a child's foundation through Faith, Family and Fun by coordinating the weekday childcare needs. They 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. The Child Care Coordinator collaborates with leaders/volunteers, the CM Staff, Family Ministry and others (all ministries/campuses) to saturate our community with the love of Jesus.

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

- Quality caregivers are hired and engaged to adequately staff weekly childcare events/needs
- Effective shepherding, care, and discipleship of leaders and caregivers to help them take next steps spiritually and to fully engage in the mission and vision of Hill Country
- 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
- There are safe and fun environments for children and caregivers each time they gather
- Parents have peace of mind that when they are attending any event at Hill Country their kids are loved and well taken care of

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)
- Hire, develop and staff/schedule caregivers and leadership
- Effectively communicate across a myriad of channels to engage workers (create job ads, post on various platforms, filter applications, and conduct interviews)
- Maintain current employment documents; collaborate/process completed employee paperwork through HR
- Enroll new employees on scheduling program, database and ADP time clock; maintain employee background checks bi-yearly; enter and run payroll for employees bi-weekly; maintain current weekly work schedules on ADP
- 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 take next steps
- Plan and execute yearly ministry budget and MAP (Ministry Action Plan) 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
- Support campuses/locations to develop and align their childcare staff and processes (One Church)
- Collaborate with CM and other Child Care ministries to learn 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
- Request and maintain needed ministry supplies (i.e.: laundry detergent/fabric softener, batteries, water bottles, snacks, etc.)
- Plan and lead monthly leadership meetings (internal) and yearly meetings and/or educational classes (external)
- Plan and execute yearly training meeting and end of year luncheon for caregivers and leaders
- Train, plan, and supervise caregivers on important safety drills (i.e.: fire, lockdown, tornado); train new caregivers on Child Care Ministry Policies and Procedures
- Keep Child Care Ministry Policies and Procedures Manual and Training PowerPoint Presentation as well as various ministry forms/resources up to date

- Participate as an active staff member at Hill Country - attend weekly corporate worship, serve in a CM-related area on Sundays, attend staff meetings (Unite) Children's Ministry staff meetings, and other Family Ministry meetings as required/needed; engage in church-wide initiatives

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong administrative skills with basic knowledge of Word, Excel, and PowerPoint
- Ability to learn and implement campus 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 and to develop leaders; prior experience working with volunteers/developing people
- 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 and physically 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