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| **Job Title:** Childcare Coordinator | **Status:** Part-Time |
| **Reports to:** Director of Children’s Ministry | **Level:** Non-Exempt, Hourly |
| **Supervisory Role:** Yes, paid caregivers and volunteers | **Revised Date:** 7/7/2025 |

**Organizational Summary:**

The Church of the Good Shepherd is a gospel-centered community of believers who desire to make Jesus known, loved, and worshipped*.*

**Occupational Summary:**

The *Childcare Coordinator* oversees the care of children (ages 12 weeks to 5 years) during CGS-sponsored events, primarily the Wednesday Morning Women’s Bible Study (WBS), but could include care for up to ***3*** on-site workshops, conferences, worship, or fellowship events per calendar year.

The *Childcare Coordinator* collaborates closely with the WMS leadership team, the *Children’s Ministry Director*, and the *Nursery Director* to oversee the development of (and reinforce the overlap between) broader children and nursery ministry efforts.

**Work Performed:**

**Recruiting and Equipping (30%)**

* Recruit and train qualified volunteers and caregivers for the WMS morning programs and for *occasional* CGS-wide events (e.g., the annual Missions Conference).
* Ensure that all Wednesday morning childcare workers have completed the CGS C.A.R.E. (or equivalent) training and are familiar with CGS childcare policies, fostering the safety of the children in CGS programs.
* Ensure that background checks are conducted for each Wednesday morning childcare worker and that workers are properly trained to support the Children’s Ministry, providing ample resources (rosters, handbooks, etc.) should they have questions.

**Event Planning and Execution (20%)**

* Coordinate with the Children’s Ministry Director to plan and present lessons for children during WBS and for other *occasional* events, as needed (e.g., annual Missions Conference, parenting workshop).

**Wednesday Responsibilities (40%)**

* Arrive by 8:30 a.m. each Wednesday (based on the Bible Study meeting schedule) to ensure caregivers are present and ready to work, personally encouraging them and answering questions they may have about their lessons.

**Success Metrics:**

* Timeliness and responsiveness
* Communication effectiveness
* Overall operational efficiency
* Conflict resolution
* Decision-making and problem-solving

**Supervisory Responsibilities (10%)**

* Manage workloads, priorities, and encourage positive team dynamics among caregivers and volunteers.
* Review and approve volunteer and caregiver time-off requests.
* Review and approve paid caregiver timesheets.

**Success Metrics:**

* Volunteer/caregiver satisfaction / turnover rate
* Parent satisfaction

**Qualifications:**

Education/Training: Work requires a bachelor’s degree in a related field and/or a minimum of 3-5 years of experience, including supervisory/management experience.

**OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE**

**Working Conditions:**

This role typically operates in a nursery setting.

Given that the primary timeframe for this role is during the WBS season, with long breaks between semesters and holidays, the *Childcare Coordinator* may miss 1 Wednesday/academic year with appropriate coverage provided/coordinated in advance.

**Personal Qualifications:**

* Grounded and growing in Jesus Christ as personal Lord and Savior and in His Word.
* Committed prayerfully to the growth of people in their relationships with Jesus Christ as Lord and Savior to His glory and for our good.
* Possessing a humble spirit that seeks to maintain the purity, peace, and unity of the church.
* Possessing strong interpersonal skills, effective communications skills, and a discerning and welcoming spirit.
* If not already, willing to become a member of the Church of the Good Shepherd.