



Childcare Coordinator

General Information

Employment Status: Part-time hourly (*4-10 hours/week*)

FLSA Status: Non-Exempt

Reports to: Director of Preschool and Care Ministries

Revision Date: 07-22-2025

Job Summary

The Childcare Coordinator oversees the scheduling and supervision of multiple childcare workers for mid-week programs as well as special events. They should have a love for children and the ability to supervise workers to ensure a fun and safe environment. In interactions with parents, they provide a friendly and calm presence that allows parents to participate in ministry with the confidence that their kids are being well cared for.

Essential Duties

Childcare

- Helps to ensure a fun, safe, clean environment for children.
- Interacts with parents as they drop off children. Ensures proper check-in, label, and check-out procedures are followed.
- Oversees and enforces child safety policies in all areas.

Supervision

- Scheduling and training of paid and volunteer childcare workers.
- Ensuring childcare workers time is recorded into the payroll system.

Miscellaneous

- Organizing, cleaning, and room set up for the next event and weekend programs.
- Assisting the Director of Preschool and Care Ministries with every Sunday services.

Knowledge & Skills

Basic Skills

- Basic supervision skills to oversee paid and unpaid childcare workers.
- Enjoys working with children.
- Administrative skills to schedule and direct childcare workers and help them use the payroll system to track work hours.

Social Skills

- Friendly and inviting with parents and calm with children.

Technical Skills

- Ability to understand and use a computer and office software such as Gmail (email and calendar) and MS Word.

Education and Experience

- High School diploma or equivalent

Work Context

- Work is performed indoors and outdoors – must be able to work in warmer and colder environments when outdoor work is required.
- The Childcare Coordinator must be able to lift and carry a child safely on a regular basis.

In addition to the requirements above, the person in this role should be a believer in Jesus Christ as their personal Lord and Savior and in alignment with the Hope Church Statement of Faith. They should also regularly attend Hope Church.

Reviewed with employee by

Signature: _____

Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Title: _____ Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.