

## **Montgomery Community Church Childcare Coordinator**

**Title:** Childcare Coordinator

**Classification:** Part-Time, Non-Exempt, up to 24 hrs/wk

**Benefits:** As indicated in the Employee Handbook

**Purpose:** The primary purpose of this position is to coordinate and provide necessary childcare in support of Children's Ministries and other ministry teams/groups of MCC. More specifically, the position will support the Next Generation Ministry as instructed by the Next Generation Pastor.

### **Responsibilities:**

#### **A Mission, Vision, Values, and Strategies**

- 1) Support and operate ministry in alignment with the overall mission, vision, values, and strategies of the church.
- 2) Support objectives, goals, and action plans for the Next Generation ministry area in alignment with overall MVVS of the church.
- 3) Assist with the communication of the overall MVVS of the church.

#### **B General**

- 1) Assist the Next Generation ministry by helping to recruit, screen, equip, disciple, coach, and supervise paid and unpaid childcare workers so they may grow like Christ and effectively use their gifts and skills in God's church
- 2) Assist the Adult Discipleship Ministry area by providing qualified, paid childcare staff as needed in order for MCC Groups to have quality community time and adult discipleship conversations

#### **C Supervision**

- 1) Mentor and shepherd childcare staff to empower, encourage, and enable their development and growth in their assigned areas
- 2) Supervise, train, and coach assigned staff to implement and effectively accomplish the work of their role
- 3) Develop and effectively communicate performance expectations, develop appropriate accountability processes, and conduct performance reviews, in conjunction with the Next Gen Pastor, at least annually
- 4) Understand and operate within the policies, procedures, and processes outlined in the employee handbook to ensure their consistent application across MCC

#### **D Other**

- 1) Expected to foster high-level cooperation, effectively work in a team environment with quality relationships and respect of each member's gifts and unique abilities.
- 2) Proactively grow and develop through training opportunities.
- 3) Other duties as assigned.

***Performance Expectations:***

- 1) The worship, equipping, and missional experiences provided for adult ministries have been aided by the availability of Godly, qualified and welcoming childcare.
- 2) As result of the effective performance of childcare coordinator and staff for Next Generation Ministry and the church at large, ministries and groups are able to focus on pursuing their discipleship goals

***Qualifications:***

**Knowledge and Experience**

- 1) Bachelor's degree preferred
- 2) Experience working with children
- 3) Experience supervising and coordinating teams and individuals

**Skills**

- 1) Highly developed organizational skills, follow-through, ability to manage multiple tasks, detail-oriented, and good written and oral communication skills
- 2) Must have a coachable heart, good attitude and humble spirit.
- 3) Spiritual Gifts
- 4) Administration and Service

***Reports to:*** Next Generation Pastor