



Special Event Childcare Coordinator

JOB DESCRIPTION

Job Title: Special Event Childcare Coordinator

Reports to: Assistant Director of Kids Ministry + Kids Ministry Director

FLSA Status: Hourly up to 10 hours a week

Job Summary

The Special Event Childcare Coordinator oversees, and schedules paid childcare workers for all events requiring childcare support for ministry areas. This position coordinates with ministry directors and pastors to provide the following for each childcare required event: food for children and workers as needed, paid childcare workers, special event activities, Realm check-in/check-out set up, and day of/evening of on-site support. The Special Event Childcare Coordinator works closely with the CGKids team but acts as the primary point person for all church related childcare event needs.

Essential Duties & Responsibilities

- Procures paid childcare workers in advance for events and communicates the schedule to those team members.
- Communicates with ministry team leaders about needs and participant information.
- Creates Realm groups for special event childcare check-in and check-out.
- Updates and edits special event childcare schedule for workers to follow.
- Creates and implements crafts/activities for the special event childcare schedule.
- Sets up classroom spaces with copies of special event childcare schedule and all needed materials for activities and crafts for that event.
- Organizes participants into groups based on ages and number of attendees to ensure healthy classroom adult to child ratios.
- Responsible for day of on-site management of paid childcare workers and children.
- Communicates paid childcare team members hours and names to Assistant Director of Kids Ministry immediately following the event for payment.
- Ensures that all childcare spaces are closed and locked up at the end of each event.

Experience Knowledge & Ability

- The individual should be highly relational and have excellent verbal and written communication skills.
- This individual needs to be organized and punctual.
- Ability to be flexible and a problem solver.
- Proficiency in Microsoft Excel and Outlook.



- Have a trainable and teachable attitude.
- Be capable of multitasking.
- Enjoy working with children and families.
- Experience in administrative or supportive roles that report to managers.

Employee Attributes

- Active follower of Christ, modeling personal commitment to love, grow, serve and share.
- Expresses loyalty to the vision of Center Grove to see ordinary people and families become extraordinary in Christ.
- Fully engaging, energetic and welcoming attitude for jobs as well as greeting families and paid childcare workers.
- Positive working relationship with all staff.