

Montgomery Community Church

Position Description

<i>Title:</i>	Childcare Coordinator
<i>Classification:</i>	Part-Time, Non-Exempt, Up to 20 hrs/week
<i>Benefits:</i>	As indicated in the MCC Employee Handbook
<i>Purpose:</i>	The primary purpose of this position is to coordinate quality childcare services that support MCC Kids, church groups, and special events.

Responsibilities:

- 1) Recruits, screens, equips, coaches, and supervises paid and unpaid childcare workers per MCC Kids and Childcare policy guidelines.
- 2) Assists the Community Department by providing childcare staff as needed for special events and groups on campus.
- 3) Prep weekly Bible lessons and crafts for MCC Moms childcare.
- 4) Support the objectives and goals of the MCC Kids Department.
- 5) Understand and operate within the policies, procedures, and processes outlined in the MCC Employee Handbook.
- 6) Enter room reservations for MCC Childcare events in eSpace and create/manage childcare registrations.
- 7) Monitor labor/spending within approved budgeted parameters.
- 8) Other duties as assigned.

Performance Expectation:

- 1) Schedules childcare staff for special events and ministries.
- 2) Manage administrative tasks in a timely manner.
- 3) Develop strong/positive relationships with staff and families.

Qualifications:

- 1) Agreement/support of MCC's Statement of Faith, Mission, and Vision.
- 2) Associate's degree or comparable work experience.
- 3) Experience working with children.

Reports to: Kids Pastor

Reporting Staff: Childcare Workers