

## **Childcare Coordinator**

*Our mission is to help as many people as possible become totally committed to Jesus Christ*

### **Primary Description:**

This Ministry Coordinator performs under the guidance of the Children's Pastor. MC oversees all childcare and children's activities as they supplement various ministries of Shoreline Community Church. Must provide supervisory oversight to all caregivers, teachers, and support personnel enlisted to provide services for the contracted events or activities. Must have a heart for children and a desire to impact them with God's love for them.

**Status:** 10 hours per week base, plus time on-site per event or activity and hours required for contracted events

**Lines of Accountability:** Responsible to the Children's Pastor

### **Ministry Responsibilities:**

#### **1. Regularly Supported Ministries (but not limited too):**

- MOPS
- Women's Bible Studies
- Connections: Small Groups, Events
- Shoreline University
- Children's Ministries
- Special Events

#### **2. Weekly:**

- Attend Children's Ministry Staff meeting
- Communicate with those department leaders for whom services are regularly provided.
- Schedule caregivers for ongoing activities and events.
- Contact caregivers to inform and confirm weekly assignments.
- Prepare materials for weekly sessions: craft, curriculum, snack, etc.

- Coordinate set-up and clean-up of rooms used for contracted activities.

### **3. Contracted Events:**

- Complete planning event
- Meet with ministry leader in charge of event.
- Assess and establish personnel needs
- Provide needed training
- Prepare materials for weekly sessions: craft, curriculum, snack, etc.
- Coordinate set-up and clean-up of rooms used for contracted activities.

### **4. Monthly:**

- Prepare monthly schedule for volunteers. Send to all volunteers with an update letter informing them of any pertinent news and meetings and provide a link to the schedule on the website.
- Coordinate with Prep Coordinator to make sure weekly lessons are being prepared in a timely manner (gathering lesson tools, coloring pages, craft supplies and snack in lesson tub-ready to be pulled).

### **5. Quarterly:**

- Provide training experiences for workers as needed. (Semi- Annually if desirable)

### **6. Annually:**

- Attend Children's Ministry Annual Planning Retreat. (1-2 days)
- Evaluate current curriculum and research optional curriculums.
- Be prepared to make a presentation to the Children's Staff of any desired changes in curriculum and classroom schedules.
- Attend 1 children's workshop approved by Children's Director.

### **7. On-Going:**

- Recruit & train volunteers in curriculum, policies and procedures.

*Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!*

*(Hebrews 12:28)*