CHILD CARE COORDINATOR

Position Scope: Part-Time, 20 hours per week, Sunday - Thursday,
Overtime: For special events as needed
Position Status: Non-Exempt
Salary Range: $19 - $21 per hour
Reports to: Next Gen Pastor
Department: Eastview Kids

EASTVIEW VISION

Loving, life-giving people bringing hope and healing in Jesus.

POSITION SUMMARY

The **Child Care Coordinator** provides childcare so that parents can take part in ministry programs and events and fully engage in the life of the church. The Coordinator will build a dependable, high-quality childcare model that supports families, strengthens ministry involvement, and makes wise use of church resources.

ESSENTIAL DUTIES

- Offer childcare during designated times through a structured request process, starting with these events: Rooted, Parenting Conference, Celebrate Recovery, Abundant Motherhood, Newcomers Lunches, and Nights of Worship
- Maintain a clear system for requests, scheduling, and registration
- Maintain high safety and quality standards that align with Eastview's programming standards
- Develop and maintain a scholarship process for parents to keep childcare accessible
- Build a team of trained, consistent, paid childcare workers, including recruitment, onboarding, training, and retention
- Coordinate scheduling and staffing for events at a ratio of 1 worker for every 5 children
- Communicate with event coordinators and ministry leaders to gather registration numbers and staff childcare workers successfully
- Purchase and maintain consumable supplies (snacks, wipes, classroom supplies, and the like) and any equipment needed for each event
- Prepare lessons and devotions for the childcare workers to use, and prepare the rooms for each event
- Other duties as assigned

REQUIRED CORE COMPETENCIES

- **Functional/Technical skills** - the knowledge and skills to do the job at a high level
- **Time Management** - values time, uses it effectively, and concentrates on the most important priorities
- **Action Oriented** - enjoys working hard, brings energy to challenges, and seizes opportunities
- **Conflict Management** - steps into conflict, reads situations quickly, and listens well
- **Building Effective Teams** - blends people into teams, builds strong morale, and shares wins
- **Motivating Others** - creates a climate where people want to do their best, and gets the best out of people

REQUIRED QUALIFICATIONS

- Comfortable with planning and organizing
- Exceptional organizational and time management skills
- Exceptional interpersonal, verbal, and written communication skills
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products
- Attend, or be willing to become, a regular attender of Eastview Christian Church

PREFERRED QUALIFICATIONS

- Experience with motion, video, photography, or web/CMS tools
- Experience designing within an established brand in a church or mission-driven organization
- A genuine love for strategic conversation and making vague ideas great

PHYSICAL DEMANDS

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	O
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	O
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	O
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)
F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)
C (Constantly) occupation requires t his activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.