



**Job Title:** Childcare Coordinator  
**Reports To:** Women's Formation Director  
**Position Status:** Part-time, average 4-6 hours/week (varies depending on groups and events)  
**Compensation:** \$17.50/hr

The role of Childcare Coordinator is to provide childcare for our growing Women's Ministry. This position entails organizing a team of paid childcare workers for Tuesday meetings as well as a few events throughout the year, preparing curriculum/lessons for the kids, and preparing classrooms as needed.

**COMPETENCIES AND EXPECTATIONS:**

- Fully embraces the mission, vision and values of South Fellowship Church.
- Is reliable, takes initiative and is self-motivated.
- Organizing and administrative skills.

**ESSENTIAL FUNCTIONS:**

- Organize curriculum/lessons for Wednesday childcare during Women's Bible Study and Sisterhood.
- Organize a team of paid childcare workers, maintain schedule, submit time-sheets.
- Communicate with childcare workers regarding curriculum and needs.
- Set up and tear down rooms used for the children, leaving the rooms in the same condition or better than they looked before use.
- Be present *as needed* during child care sessions to address issues and provide assistance.
- Order/purchase supplies as needed. Expenses are reimbursed by South Fellowship.
- Provide childcare (workers, activities for children, set-up/tear-down) for approximately 4-5 special events throughout the year.
- This position has the potential to grow as our Women's Ministry needs grow.
- Child care coordinator is able to attend events once the child care is in place, remaining on call for any needs that may arise.

**EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Active and growing personal relationship with Jesus Christ.
- Preference given to applicants who attend South Fellowship on a regular basis.
- Previous experience with direction and administration in a children's program is a plus.
- Effective communication skills (written, verbal and interpersonal).
- Demonstrated ability to understand and relate to children and their families and a passion to see families grow in their faith together.
- Competency with basic computer software (Excel and Word) and the capacity to learn new software such as Planning Center.