

**Community Alliance Church:**

Size: 1,000+ in attendance in 2 Sunday morning services

Position: Childcare Coordinator

Hours: Part Time Non-Exempt Approximately 4-6 Hours Per Week

Community Alliance Church is a Christian and Missionary Alliance church. Our vision is to build a community of Christ followers who use their gifts to build up and serve others at CAC and in the community of Butler. The staff and ministries at CAC highly value teams. We demonstrate the value of each team member by allowing them to serve on various teams and play a role in goal creation and decision making.

The role of Childcare Coordinator will be to oversee and coordinate the childcare needs of the church for events, groups, and the worship team. In addition, the Childcare Coordinator will be responsible for hiring, scheduling, and maintaining clearances for childcare providers.

Background clearances are required.

**Characteristics and Key Competencies**

- Demonstrate a heart to serve others
- Proven organizational and time management skills
- Able to work well and positively with others
- Humble and teachable, and desire to learn new things
- Solid people skills, comfortable connecting with people
- Outstanding oral and written communication skills
- Proficient in using technology
- Demonstrated experience and proficiency in use of Microsoft Office products

**Responsibilities**

- Hire and train new childcare providers.
- Coordinate providers to ensure safe childcare ratios for events, worship team, and groups as needed.
- Create and distribute schedules to childcare providers.
- When scheduled providers cannot provide childcare, arrange for a replacement provider.
- Fill in as a childcare provider as needed.
- Ensure a safe environment for children while their parents are involved in their church activity.
- Communicate with parents any issues that may arise.
- Calculate working hours for all childcare providers and report that to payroll.
- Stay up to date on all necessary employment and childcare laws.
- Ensure that all childcare providers have necessary background checks before they start working and ensure they remain up to date.
- Report any problems or needs to the Discipleship Pastor.

**Staff Expectations**

All staff members are expected to commit to the following values:

1. Prayer – We value prayer as the power for all we do. We pray with and for each other, our church, and our community.
2. Accountability – We value a culture of accountability to a high standard. We count on one another to graciously speak into one another's lives.
3. Teamwork – We value collaboration over isolation. My success is not success unless it is our success.
4. Open Communication – We value open, honest communication. All of us know more than any one of us.