

Childcare Coordinator

Directly reports to: Family Pastor

Location Assignment: Willamette Christian Church

This is a part-time position averaging 15 hours a week, seasonally.

We are looking for a Childcare Coordinator to support core ministries at Willamette Christian Church. This is a part-time/seasonal position, with hours flexed to reflect current needs throughout the year. This role is a remote position, but with a requirement of on-campus oversight during events scheduled with childcare.

Spiritual Life

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship.
- Be an active member in the WCC family, including Rooted, community life, and spiritual development.
- Provide an image of what a godly person looks like by imitating Jesus both in the workplace and outside of the church.

Relational Leadership

- Promote healthy and appropriate relationships with family, staff, and volunteers.
- Maintain an active and engaged team relationship with the staff at all campuses.
- Demonstrate character-based leadership with family, staff, and volunteers.
- Personally attain and maintain strong relationships with members of the WCC family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry.
- Fully understand the lifecycle of participation at WCC.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.
- Communicate consistently and clearly with church family, staff, and volunteers.
- Disciple, shepherd and mentor your leadership team, setting the standard for a consistent Christ-like character, properly aligned with Scripture.

Leadership

- Submit to the overall leadership and vision of WCC while bringing independent and vision-minded leadership and advocacy to your ministry.
- Develop goals, objectives, outcomes, and action plans for your areas of responsibility to meet the overall objectives of our church.

- Provide direct supervision, decision making, and fiscal accountability for all ministry related efforts.
- Participate in select, key WCC family events including Rooted, baptisms, and others as identified.
- Participate in scaling our ministries for the needs of the future communities that we may serve.

Responsibilities Include

- Develop a list of paid approved and trained childcare workers, growing our current list substantially in order to support all core ministry childcare needs at WCC
- Provide childcare for core ministries at WCC by staffing with approved and trained paid workers
 - Rooted: 10-week session 2-3 times per calendar year
 - Men's and Women's Bible Study: 8-10 week sessions of evening and morning Bible Study, typically 2-3 sessions per year
 - Willamette Kids Parenting Labs, seasonally
 - Various WCC-sanctioned events
- Establish an environment of superior hospitality for our parents and children accessing childcare
- Lead childcare workers in their interactions with parents and children, help them maintain and submit time sheets, and communicate effectively through their preferred mode of communication
- Structure childcare activities and train childcare workers on how to implement them in the classroom
- Uphold core values and procedures established in Willamette Kids classrooms
- Be present at and oversee all on-campus childcare events
- Reserve, clean, and maintain children's classrooms as needed for each event
- Maintain support resources such as dishwashing and laundry, and food preparation and distribution
- Communicate and coordinate with Willamette Kids oversight leader

Requirements

- A strong sense of structuring care for children that is warm and engaging, as well as organized and safe
- Strong organization and communicating skills
- Christ-honoring character - Demonstrate character traits such as humility, gratitude, integrity, honesty, wholeness, and courage. Display overall wisdom and maturity in life; have a stable and healthy personal life

And other duties as requested by leadership.