

THE CHURCH OF **Eleven22**

Position: Childcare Campus Coordinator

Reports to: Childcare Manager

Supervises: Campus Childcare Staff

Classification: Non-Exempt, Part-Time (25 hours/week)

Location: Mandarin campus

Objective

The purpose of the position is to build a community that seeks to glorify God by leading the new generation to surrender their lives to Jesus, by making disciples of the new generation to come through relevant and engaging ministry to children and their families.

Key Responsibilities

- Keep inventory of childcare supplies and let campus kids minister know when items are needed (diapers, wipes, cleaning supplies, change of clothes, etc.)
- Assign childcare team members to rooms for special events
- Minimal laundry needs on a weekly basis
- Discipleship of childcare team members
- Ensure coverage for all services and events
- Ensure cleanliness of campus childcare space
- Ensure childcare team at campus follows policies and procedures
- Train new childcare team members at specific campus

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Strong proactive communication skills
- Ability to develop priorities in regard to caring for children
- Sound judgment and above reproach character
- Good written and oral communication skills
- Create disciple-making disciples
- Being a healthy leader of the childcare team building camaraderie and caring culture
- Anticipate childcare staff needs
- Positive attitude at all times in caring for children, engaging parents and interact with childcare team members

Education & Experience



- 18 years of age
- Three years of experience caring for children/infant and child first aid/CPR certification (can be scheduled upon hire)
- National background check will be conducted

Position Type/Expected Hours of Work

This is a part-time, non-exempt position. Days and hours would include services on Thursday and Sunday, weekday childcare for staff and other times based on the needs and events at the church.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This role would require long periods of being on your feet and walking. As well as occasional times where light lifting, picking up children, would be required. Stocking supplies and bending and standing as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.