

JOB DESCRIPTION

**DATE:** May 8, 2025

**JOB TITLE:** **Childcare Coordinator**

**LOCATION:** Cedar Falls Campus

**REPORTS TO:** Associate Campus Pastor

**FLSA STATUS:** Part-time, Non-exempt

**WEEKENDS:**  No

SUMMARY

The Childcare Coordinator is responsible for hiring, scheduling and supervising paid childcare workers for women’s ministry programs at the Cedar Falls Campus, as well as occasional programming throughout the year such as Membership Summits and On-Campus Groups.

ESSENTIAL DUTIES AND RESPONSIBILITIESOther duties, in addition to these may be assigned.

* Recruit, train, schedule and supervise paid childcare workers for Tuesday and Thursday women’s ministry programs at the Cedar Falls Campus (Grove and Moms Meet), on-campus groups, membership classes and First Step.
* Ensure all childcare rooms and toys are clean, safe and appropriately stocked with supplies before and after programming.
* Select and implement curriculum and activities for children during ministry programming and events.
* Maintain complete and up-to-date personnel files on all childcare workers.
* Maintain worksheet to track hours worked by each childcare worker.
* Provide Finance Department with information needed to process payroll on a monthly basis. This includes worksheet of hours worked and appropriate pay rate information.
* Maintain appropriate level of confidentiality of personnel files and information contained therein.
* Keep up to date and comply with relevant federal, state, and local regulations.
* May be required to provide direct supervision and care in rooms with children if number of kids and staffing ratios require it.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual’s commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate’s daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

* High school diploma required.
* One or more years of related education and/or experience preferred.
* Experience interviewing, hiring, training, and coordinating a team desirable.
* Experience with Excel, Google Sheets or similar spreadsheet software required.
* Comfortability with social media, email and text communications with staff, L4 volunteers and parents required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.

OTHER SKILLS AND ABILITIES

* The ideal candidate should have a passion and heartfelt concern for children, be high energy, hardworking, and possess the ability to encourage others.
* Detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
* Ability to communicate and establish effective working relationships with childcare workers, moms, L4 volunteers and other staff members.
* The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
* Must possess solid time management skills and organizational abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important.
* Dependable, able to meet deadlines, remember important details, and routinely complete assigned tasks.
* Proficient in the use of email, Google platforms, database software etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_