



HAMLIN CHURCH
UNITED METHODIST

Child Care Coordinator
Job Description

Reports to:	Director of Children & Family Ministries
Directly Supervises:	Child Care Specialists and volunteers
Status:	Part Time, 3 hours/week
FLSA:	Exempt
Salary:	\$16-\$18/hr

Job Summary

The purpose of the Child Care Coordinator is to facilitate all aspects of Hamline Church's Child Care program, including presence in the Church Nursery on Sunday mornings. The position requires professionalism and confidentiality as well as exceptional oral and written communication skills, and a passion for children's growth and development.

Essential Functions

Education and Spiritual Formation: Design, develop, and implement innovative and effective regular and occasional educational, spiritual, service and social events that facilitate the vision and values of Spiritual Formation within children and parents. Work with the Pastor and Spiritual Formation Team to plan curriculum, programming, and missions.

Operations: Diligently manage the schedules, physical resources, and organizational needs of the Church Nursery. This includes all supplies and physical spaces along with scheduling child care workers and substitutes. Build relationships with families and the church through personal interaction with parents and children.

Supervision: Hire childcare staff in coordination with the Director of Children's & Family Ministry. Coordinate the scheduling of childcare workers on Sundays, Wednesdays and as requested for other events. Train childcare staff so they can best care for children in keeping with the values and practices of Hamline Church.

Resource: Research, develop, identify and make available age-appropriate activities for the Nursery, including introducing children to basic concepts of Christian faith.

Leadership Development: Identify, recruit, train, and nurture Nursery staff and volunteers, around the areas of early childhood and Safe Sanctuaries.

Other Responsibilities:

- Work as the Lead Child Care Worker in the church Nursery during Sunday worship, and in the Activity Room and Stage Area during coffee hour, 9:45 AM – 12:00 PM.
- Organize and schedule child care during Choir Practice (Wednesday evenings, 6:45 PM – 8:00 PM).
- Organize and schedule child care during other church events as requested.
- Maintain compliance with the Safe Sanctuary Policies of the church.
- Participate in a weekly check-in with the Director of Children & Family Ministries.

Minimum Qualifications:

- Prior experience in early-childhood education, elementary education, or providing child care in a professional capacity. Clearly communicate his or her Christian faith.
- Bachelor's Degree in Education
- Pass a criminal background screening.
- Work Sundays, Christmas Eve, Maundy Thursday, Good Friday and Easter as requested
- Receive and maintain necessary CPR and First Aid Certifications
- Complies with all aspects and policies of the Hamline Church United Methodist Personnel Policy.

Physical Requirements:

- Ability to communicate verbally and in writing.
- Ability to lift or move equipment/materials weighing up to 30 pounds, with or without accommodation.
- Ability to move quickly in order to prevent children from harming themselves or others.
- Ability to work for extended periods standing and on the floor with kids.

Core Competencies:

Planning & Teaching: Design or identify age-appropriate activities and mini-lesson plans. Facilitate care and activities for individual children and in small groups. Select simple teaching topics and activities that introduce children and families to a life of faith. Train and instruct child care staff and volunteers in providing care, and implementation activities.

Hospitality: Generate a sense of hospitality and accessibility by your very presence. Communicate a sense of availability, warmth, openness and approachability. Support a culture of welcoming and connection in the life of the congregation.

Interpersonal Skills, Staff & Volunteer Management: Demonstrate enthusiasm and initiative when ministering with children, parents, and the congregation at-large. Possess the ability to identify and solve problems, handle conflict, and engage in honest conversation. Work well with church staff, congregation members, and volunteers. Provide direction, gain commitment, facilitate change, and achieve results through the efficient, creative, and responsible use of child care staff and volunteers.

Creativity and Innovation: Generate new ideas. Make new connections among existing ideas to create fresh approaches. Take acceptable risks in pursuit of innovation. Learn from mistakes. Use good judgment about which creative ideas and suggestions will work.

Integrity and Trust: Be seen as trustworthy by others. Practice direct, honest, and transparent communication. Keep confidences. Admit mistakes. Operate with no hidden agendas. Respond to situations with constancy and reliability.

Communication Skills: Possess the ability to express thoughts and feelings clearly, openly, authentically, and theologically. Communicate appropriately according to the situation at hand.

Administrative Skills: Implement and adhere to Safe Sanctuaries policies. Amenable to supervision.

Application process: Send resume and cover letter, including experience to:
Amy Ireland, Director of Children's & Family Ministry
asireland@hamlinechurch.org, with title, "Child Care Coordinator Application"
Anticipated start date of January 2018 or sooner