



HAMLIN CHURCH  
UNITED METHODIST

## Childcare Coordinator Job Description

<b>Reports to:</b>	Director of Student Ministries
<b>Directly Supervises:</b>	Childcare Specialists and volunteers
<b>Status:</b>	Part time, 3-8 hours/week
<b>Salary:</b>	\$22-\$28/hr

### **Job Summary**

The purpose of the Childcare Coordinator is to facilitate all aspects of Hamline Church's childcare program, including presence in the Frolic Room (nursery) on Sunday mornings, Wednesday night childcare, and other childcare needs as they arise. The position requires professionalism, experience working with children, confidentiality, 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 Hamline Church Student Ministries. Work with the staff and Student Ministries Team to plan curriculum, programming, and mission.

**Operations:** Diligently manage the schedules, physical resources, and organizational needs of the Hamline Church childcare program. This includes all supplies and physical spaces along with scheduling childcare workers and substitutes. Build relationships with families and the church through personal interaction with parents/guardians and children.

**Supervision:** Hire, train, and supervise childcare staff in coordination with the Director of Student Ministries. 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 Frolic Room, including introducing children to basic concepts of Christian faith.

**Leadership Development:** Identify, recruit, train, and supervise childcare staff and volunteers, around the areas of early childhood and Safe Sanctuaries.



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**Other Responsibilities:**

- Work as the lead childcare staff in the Frolic Room (nursery) on Sunday mornings for children 5 and under, and in after-worship spaces as needed. Sundays, 9am-12pm.
- Organize and schedule childcare during Wednesday night programming for children (infant-5<sup>th</sup> grade). Wednesdays, 5:30pm-8:00pm, or as needed.
- Organize and schedule childcare during other church events as requested.
- Maintain compliance with the Safe Sanctuary policies of the church.
- Participate in regular check-ins with the Director of Student Ministries.

**Minimum Qualifications:**

- Prior experience in early-childhood education, elementary education, or providing childcare in a professional capacity. Comfortable teaching a Christian curriculum.
- Associate or bachelor's degree in education, early childhood, or a related field preferred, or equivalent experience.
- 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
- Comply with all aspects and policies of the Hamline Church United Methodist Personnel Policy.
- Possess skills in basic word processing and spreadsheet software, Google Drive platform, and email communications.

**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 to prevent children from harming themselves or others.
- Ability to stand for extended periods.
- Will be expected to play at floor level with children.

**Application Process:**

Send resume, cover letter, and two references to: Katie Morris, Director of Student Ministries, [kmorris@hamlinechurch.org](mailto:kmorris@hamlinechurch.org), with title, "Childcare Coordinator Application." Immediate anticipated start date.