



Job Title: Childcare Coordinator

Organization: Grace Church

Grace-church.com

Location: Glendora, CA

Job Type: 10 hours/weekly (remote/onsite hrs.)

Reports To: Family Pastor

JOB OVERVIEW

Outside of regular ministry programming for Kids Ministry, Grace Church provides supplemental childcare for unique ministry groups or events for the purpose of supporting families toward further engagement in the ministries of Grace Church. The Childcare Coordinator role provides leadership and coordination of all childcare support, including direct responsibility for recruitment, training and scheduling of all childcare workers.

DUTIES AND RESPONSIBILITIES

- Oversee the recruitment, retention, training and scheduling of all childcare workers & volunteers
- Coordinate with ministry leaders and staff for information on events needing childcare
- Oversee the care, cleanliness, policies/procedures, and security/safety of the childcare areas
- Ensure events with childcare are properly staffed meeting all required ratios.
- Perform required administrative tasks to maintain accurate records in Church Database, clear communication, execution of printed materials etc.

SKILLS AND QUALIFICATIONS

- Evidence of a growing Christian faith and strong character
 - Alignment with the mission, vision, and values of Grace Church
 - Passion for kids and family discipleship
 - Leadership and communication skills (including written, digital, and public speaking)
 - Prior experience in kids ministry, or related training (preferred)
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Please send the following to jobs@grace-church.com:

- Resume
- Brief cover letter sharing your heart for Kids Ministry and why you're interested in Grace Church

Applications will be reviewed on a rolling basis.

Pay range: \$18-\$22 hourly