



## THE FOUNDRY

### Childcare Coordinator

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Reports To:	Director of Kids Ministry
Job Type:	Part-time

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**About the position...** The Childcare Coordinator will have the primary responsibility for coordinating age-appropriate childcare for children during worship and special events. The Childcare Coordinator will ensure the nursery is a secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and parents can feel confident their child will receive the highest quality of care and ministry.

**About Belonging – Believing – Becoming...**

The Foundry exists to help people know, follow, and share Jesus. As a part of The Foundry team, you are inviting people into a deeper level of commitment to Christ and His Church. Therefore, you must be able to declare the following:

- I am willing to publicly profess my faith in Christ.
- I have been baptized.
- I am committed to growing as a follower of Jesus.
- I have read and accept what The Foundry believes (Statement of Faith, Values and Mission).
- I agree to protect the unity of The Foundry by learning, supporting church leadership and doing my part to stay informed and engaged in the mission of the church.
- I agree to participate in the life of The Foundry in these ways:
  - Corporate Worship
  - Small Groups
  - Serve Teams
  - Offering (Contributing financially to the mission)
  - Witness (Inviting others to follow Jesus and be part of His church).

**Qualifications:**

- Demonstrate leadership and supervisory skills.
- Possess strong verbal and written communication skills.
- Understand the needs and abilities of infant/preschool children.
- Ensure compliance with emergency, accident, and illness procedures.
- A high energy, multi-tasking team player with a positive attitude and strong interpersonal skills.
- Strong planning and organizational skills.
- Ability to work well with all levels of staff, volunteers, parents, and children.
- Ability to work independently.
- Ability to adapt and utilize technology in Kids Ministry.
- Bilingual preferred (Spanish).
- Agree to The Foundry's Statement of Faith and be in alignment with vision and mission and be willing to become a member of The Foundry Methodist Church.

**Education and Experience:**

- High School degree required
- Previous experience in teaching or providing care to young children
- Trained in CPR, First Aid, and child protection policies

**Responsibilities:**

- Oversee and coordinate all aspects of childcare at The Foundry Methodist Church.
- Prepare resources for programs and special events.
- Recruit, hire, and train childcare team members and leaders.
- Ensure that staff greet parents with a warm and welcoming attitude.
- Be available at programs and special events to greet families and volunteers.
- Ensure that staff-to-child ratio is correct.
- Manage challenges as they arise and communicate closely with the Director of Kids Ministry.
- Communicate effectively and regularly with parents.
- Ensure that childcare staff are always actively engaged with the children in their care.
- Schedule appropriate number of childcare team members for scheduled worship and events.
- Review and submit childcare team member's payroll timesheets.
- Perform quarterly check-ins/reviews with Childcare Team Members and discuss with Director of Kids Ministry.
- Meet with Kids Ministry staff to plan programs and special events.
- Fully support all ministries in prayers, words, and deeds.
- Participate in training opportunities as offered.
- Attend weekly staff meetings, chapel, and have weekly in-office hours outside of Sunday mornings.
- Other responsibilities as required to fulfill the mission.