**Childcare Campus Coordinator**

**Objective**

The purpose of the position is to build a community that seeks to glorify God by leading the New Generation to surrender their lives to Jesus, by making disciples of the New Generation to come through relevant and engaging ministry to children and their families.

**Key Responsibilities**

* Keep inventory of childcare supplies and let Campus Kids Minister know when items are needed (diapers, wipes, gloves, cleaning supplies, change of clothes, etc.)
* Assign childcare team members to rooms for special events
* Minimal laundry needs on a weekly basis
* Discipleship of Childcare Team Members, such as but not limited to leading huddles, praying over your team, meeting campus team members for one on ones, and hosting team get togethers
* Ensure cleanliness of campus childcare space
* Ensure childcare team at campus follows policies and procedures and is familiar with the chain of command (childcare staff -> coordinator -> manager)
* Train new childcare team members upon hire date
* Works closely with the campus kid’s minister each week to fill any gaps in Thurs/Sun Worship service depth charts

**Competencies**

* Understand and model the Church of Eleven22’s mission, vision, and core values
* Ability to maintain strict confidentiality
* Ability to adapt to change and have a “go first” attitude
* Strong proactive communication skills and comfortable with positive conflict resolution
* Ability to develop priorities in regard to caring for children
* Sound judgment and above reproach character in all aspects of your life
* Good written and oral communication skills
* Create disciple-making disciples
* Being a healthy leader of the Childcare Team
* Anticipate childcare staff needs before they arise!
* Positive attitude at all times in caring for children, engaging parents, and interacting with childcare team members

**Education & Experience**

* 18 years of age
* 3 years of experience caring for children/infant and Child First Aid/CPR Certification (can be scheduled upon hire)
* National Background Check will be conducted

**Position Type/Expected Hours of Work**

* 25 hours per week
* Services on Thursdays & Sundays
* Weekday childcare for staff each Tuesday from 8:30-5:15
* Working church blackout dates (Christmas Eve/Easter/Saturated/Worship Nights)
* Other times as needed for events that need childcare staff available

**Work Environment**

* Working inside and occasionally outside the Kids Space
* This job operates in a professional environment. Outside of typical weekend services and special events, childcare staff is required to attend monthly meetings, various trainings, meet for one on ones with your direct report, and engage with other church staff, with and without childcare readily available to you.
* May occasionally work with a printer, using a laptop/mobile device
* Requires reliable transportation due to the need to be at various campuses throughout the week

**Physical Demands**

* Picking up children
* Standing for longer periods when necessary
* Stocking supplies
* Bend and stand as necessary and getting on the floor with babies and children

**Ministerial Exception**

The ministerial exception furthers the purposes of the Free Exercise and Establishment Clauses of the First Amendment by barring legal claims against church bodies by staff members who perform religious functions. All Church pastors are subject to the exception, but a formal ministerial credential is not required. While there is no rigid formula to determine other Church staff members that qualify, various factors are considered to determine which staff members are subject to the ministerial exception (please see handbook).

Staff members who qualify under the ministerial exception are not covered by federal and state employment and anti-discrimination laws. Please see the Human Resources Ministry Team if you have questions on whether you are subject to the ministerial exception.

**Code of Conduct**

1. We live authenticity
2. We are Gospel-Centered & Mission-Focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

**EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.

Staff member signature below constitutes staff member’s understanding of the requirements, essential functions and duties of the position.

Staff Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

Manager/HR Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_