



FIRST FREE  
CHURCH

## Childcare Coordinator

Job Description

### Summary

The Childcare Coordinator's primary responsibilities include oversight, scheduling, and implementation of childcare ministries for:

- Staff Childcare (Monday-Wednesday 9am-2pm)
- Tuesday morning Women's Bible Studies
- Wednesday evening Women's Bible Studies and ESL
- Other requested groups and special events

### Accountability

This position is a part-time, hourly position of approximately 10-15 hours per week. The Childcare Coordinator is part of the Children's Ministry team and reports directly to the Children's Ministry Team Lead.

### Essential Functions and Responsibilities

- Recruit and train employees and/or volunteers for Childcare Ministry.
- Choose and prepare the appropriate curriculum for staff childcare.
- Supervise childcare for Women's Ministry on Tuesday mornings, Wednesday evening ministries, and staff throughout the week.
- Work with groups to provide childcare as needed.
- Oversee childcare for special events or meetings as needed.

### Personal Qualifications

#### Character and Commitment

- Is committed to the vision, values, and beliefs of First Free Church.

- Loves children and understands the value of ministry to children.
- Able to recruit, train, and develop volunteer teams and leadership teams.
- A team player with a positive attitude who thrives in a collaborative environment.
- Has a teachable heart and cooperative spirit.
- Maintains empathy and a professional demeanor in conduct with staff, volunteers, and parents.

## Minimum Qualifications

- Follower of Jesus.
- Excellent communication skills.
- Children's ministry experience.
- Complies with a background check.
- Computer literate.