

WCC Childcare Coordinator

WILLAMETTE CHRISTIAN CHURCH West Linn, OR

This is a part time position averaging 15-18 hours a week, seasonally

Willamette Christian Church is a thriving church family situated physically in the heart of West Linn, Oregon (a suburb of Southwest Portland, Oregon). Established in 1957, we regularly serve over 2000 people in three Sunday services and we anticipate continued growth as we seek to honor God in our worship and teaching. Our desire is to provide a healthy environment where families can become fully devoted followers of Christ.

We are looking for a Childcare Coordinator to support core ministries at Willamette Christian Church. This is a part-time/seasonal position, hours for this role will flex and reflect current needs throughout the year. This role is to be completed at home with a requirement of on-campus oversight during events scheduled with childcare.

RESPONSIBILITIES INCLUDE

- Develop a list of paid approved and trained childcare workers, growing our current list substantially in order to support all core ministry childcare needs at WCC
- Provide childcare for core ministries at WCC by staffing with approved and trained paid workers
 - Rooted: 10 week sessions per 2-3 calendar year
 - Women's Bible Study: 8-10 week sessions of evening and morning Women's Bible Study, typically 2-3 sessions per year
 - Willamette Kids Parenting Labs, seasonally
 - Various WCC sanctioned events
- Establish an environment of superior hospitality for our parents and children accessing child care
- Lead child care workers in their interactions with parents and children, help them maintain and submit time sheets, and communicate effectively through their preferred mode of communication
- Structure childcare activities and train child care workers on how to implement them in the classroom
- Uphold core values and procedures established in Willamette Kid's classrooms
- Be present and oversee all on-campus childcare for these core ministries
- Reserve, clean, and maintain children's classrooms as needed for each event
- Maintain support resources such as dishwashing and laundry and food preparation and distribution
- Communicate and coordinate with Willamette Kids oversight leader

REQUIREMENTS

- A strong sense of structuring care for children that is warm and engaging as well as organized and safe
- Strong organization and communication skills
- Christ-honoring Character – Demonstrate character traits such as humility, gratitude, integrity, honesty, wholeness, and courage. Display overall wisdom and maturity in life; have a stable and healthy personal life

TO APPLY

If this opportunity is of interest and you meet the stated requirements, please forward the following:

- Current resume detailing your experience relevant to this role
- 2-3 professional references (people you have reported to and/or worked closely with)

For consideration, please email the above documents to amye@willamette.cc. Please include "Childcare Coordinator" in the subject line. Your information will be reviewed, and if your experience matches our needs you will be contacted to discuss next steps.