



## Willamette Christian Childcare Coordinator

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*We are looking for a Childcare Coordinator to support core ministries at Willamette Christian Church. This is a part-time/seasonal position averaging 12-16 hours/week, hours for this role will flex and reflect current needs throughout the year. This role has a requirement of on-campus oversight during events scheduled with childcare, work outside of oversight can be done either in home or on-campus.*

**Directly reports to:** WK Process Management and Hospitality Lead

**Indirectly reports to:** Director of Willamette Kids

**Direct Supervision for:** WCC Childcare

### **Position Responsibilities:**

#### **Spiritual Life**

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship
- Commitment to completing the 10-week Rooted discipleship program.

#### **Leadership and Development**

- Shepherd and mentor your childcare team, setting the standard for a consistent Christ-like character, properly aligned with Scripture.
- Ensure the childcare program maintain the centrality of Jesus by providing oversight of decisions pertaining to the content of care and activities; and the character of all adults/teens who interact within the program.
- Lead child care workers in their interactions with parents and children, fill out their timesheets, and communicate effectively through their preferred mode of communication.
- Establish an environment of superior hospitality for our parents and children accessing childcare.

#### **Operations**

- Develop and sustain a list of paid approved and trained childcare workers in order to support all core ministry childcare needs at WCC.
- Be in proactive communication with core ministry leads.
- Build an understanding of the database "Rock".

- Uphold core values and procedures established in Willamette Kid's classrooms.
- 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 Process Management and Hospitality Lead.

### **Oversight**

- 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 and AFC events, seasonally.
  - Various WCC sanctioned events.
- Structure childcare schedule and train child care workers on how to implement them in the classroom.
- Be present and oversee all on-campus childcare for these core ministries.

### **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.
- Ability to delegate and uphold a high standard for your work environment- including having hard conversations.
- 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](mailto: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.