

Job Title: Childcare Coordinator

Employment Type: Part-Time (5-10 Hours)

Reports to: Family Life Director

Job Description

The Childcare Coordinator at Fountain of Life plays a vital role in ensuring a safe, welcoming, and nurturing environment for children during worship services, educational activities, and special church events. This individual will manage the scheduling and organization of childcare services, maintain the nursery, ensure staff and volunteers are properly trained, and ensure compliance with all child safety protocols.

Key Responsibilities

1. Scheduling and Staffing
 - Coordinate and schedule childcare providers for Sunday morning worship services and education hour, as well as for special church events (e.g., fellowship events, fundraisers, evening worship services, Bible studies, etc.).
 - Ensure adequate staffing levels based on event needs and the number of children attending.
 - Recruit, train, and manage nursery staff and volunteers, ensuring proper alignment with church policies.
2. Nursery Management
 - Ensure the nursery is adequately stocked with necessary supplies (e.g., diapers, wipes, snacks, age-appropriate toys).
 - Maintain a clean and organized nursery environment.
 - Regularly inspect and clean nursery toys, equipment, and facilities.
 - Monitor the condition of nursery supplies and order replacements as needed.
3. Staff Training and Safety Compliance
 - Ensure and track that all nursery staff and volunteers complete required training, including CPR certification, sexual abuse prevention, and other child safety protocols.
 - Oversee the implementation of child protection policies and ensure all staff and volunteers have passed background checks.
 - Regularly review safety procedures with staff to ensure a safe, secure environment for children.
4. Communication and Coordination
 - Serve as the main point of contact for all childcare-related inquiries within the church.
 - Collaborate with church staff and ministry leaders to ensure childcare needs are met for special events and church functions.

Fountain of Life Lutheran Church & Preschool

- Keep parents informed about childcare availability, policies, and any changes in scheduling.

5. Other Duties:

- Participate in periodic meetings to evaluate childcare needs and discuss improvements or concerns.
- Assist with special projects or initiatives related to childcare ministry as needed.

Qualifications

- High school diploma or equivalent required; higher education in early childhood education or a related field preferred.
- Previous experience in childcare or childcare coordination, especially within a church or faith-based setting, is a plus.
- Strong organizational and communication skills.
- Must pass a background check and be willing to complete child safety training (CPR, sexual abuse prevention, etc.).

Physical Requirements

- Ability to lift small children and manage child-sized toys and supplies.
- Able to stand, sit, or kneel for extended periods of time during services and events.

Inquiries may be directed to :

Interested candidates should submit a resume detailing their experience and interest in the role to
David Johnson; family@folcp.com

Fountain of Life Lutheran Church & Preschool

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