



Childcare Scheduler

Job Description

CLASSIFICATION Part-Time	FLSA STATUS Non-Exempt	DEPARTMENT Discipleship
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POSITION OVERVIEW

Childcare Scheduler

ESSENTIAL FUNCTIONS

- Coordinates childcare for all church activities outside of Sunday morning.
- Proactively checks in with staff hosting upcoming events, at least one month ahead of event/service, to assess childcare needs.
- Builds rapport with staff and volunteers to equip childcare workers to provide a safe, comfortable, and enjoyable environment for parents, children, and childcare team.
- Fill-in as needed to perform childcare services.

GENERAL LEADERSHIP & MANAGEMENT SKILLS

- Organized
- Personable
- Ability to recruit from volunteer pool

INTERACTION AND ENVIRONMENT

Reports To: Director of Family Ministries

Supervises: Volunteers

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- **Sitting/Standing/Walking**: Approximately 50% of time is spent working at a desk. Balance of time is spent moving around work areas.
- **Speaking/Hearing**: Ability to effectively communicate with co-workers, children, parents, and staff by telephone and in person.
- **Vision**: Ability to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.
- **Lifting/Carrying**: Ability to lift and transport not less than thirty (30) pounds of files, supplies, and children.
- **Stooping/Kneeling**: Ability to access files and supplies.
- **Reaching/Handling**: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment and supplies.

EDUCATION, EXPERIENCE AND PERSONAL QUALITIES

- Documented experience with childcare or commensurate training
- Recommended first aid certification or willingness to pursue

HOW TO APPLY

Send resume and cover letter to West Side Personnel Committee, Attn: Shari Monson, Interim Head of Staff Pastor.