

Paid Child Care Coordinator
Ministry Job Description
ARDMORE BAPTIST CHURCH
Winston-Salem, North Carolina

Ministry Description: The Paid Child Care Coordinator (PCCC) coordinates the staffing of Paid Child Care (PCC) teachers for church events. This position serves as Sunday morning host(ess) to welcome guests, collect their information, and help guests find classes.

Church Mission: To connect people with Jesus Christ and each other in life-changing relationships.

Children's Faith Formation Shared Ministry Goal: That every child has a solid and lasting foundation for faith built on the love and lessons of Jesus Christ.

Expected Work Hours:

- Sundays: 9:15am – 12:00pm
- On-site for assessment of paid child care employees: minimum of once per month on Wednesday evening, and once per month on Sunday evening.

Responsibilities:

1. As Sunday morning host(ess), welcome families and children on Sunday mornings to Ardmore Baptist Church.
2. Greet all guests and help them to complete guest information card and get their children to the appropriate classrooms.
3. With the involvement of the Minister with Children and Families, recruit, employ, and supervise PCC teachers in accordance with the Paid Child Care Teacher Policies.
4. Working with the church's Administrative Assistant, fulfill the Background Checks on each PCC teacher and verify her/his approved status prior to his/her providing child care.
5. Monitor the Ardmore Baptist Church calendar to track events requiring PCC services.
6. Assign PCC teachers as needed for church events requiring PCC services.
7. Provide the Resource Minister with a list of assigned PCC teachers of church events at least 1 week in advance of the event.
8. Consult with the Minister with Children and Families to make sure all events that need PCC services are included on the monthly calendar for all PCC teachers.
9. Update the Child Care Calendar frequently and give updates to the PCC teachers.
10. Enforce Child Care Policies (Cleaning, Diaper Changing, Safety, etc.) with PCC teachers.
11. Routinely inspect nursery equipment, toys, and supplies in order to restock supplies, report maintenance needs, and provide safety.

Supervisor: Minister with Children and Families