

Childcare Coordinator – Children’s Ministry

Primary Function

Coordinate childcare for Wednesday events.

Childcare Responsibilities

1. Recruit, vet, lead, schedule, and communicate with qualified childcare caregivers for Wednesday events, including Wednesday morning Women’s Ministry and evening Petra Youth volunteer childcare.
2. Develop and maintain the weekly Wednesday childcare schedule, including extended childcare nights and other special events, ensuring adequate caregiver coverage.
3. Plan age-appropriate themes, lessons, activities, and schedules for children participating in Wednesday childcare.
4. Greet, encourage, and lead children and volunteers, creating a welcoming, safe, and positive childcare environment.
5. Acquire, organize, and maintain all materials and supplies needed for Wednesday childcare, including preparing rooms with the necessary materials and resources for caregivers and helpers.
6. Be present and available during Wednesday childcare to provide leadership, support caregivers and children, and assist with needs as they arise.
7. Communicate with parents and youth leaders as needed regarding childcare needs, schedules, or concerns.
8. Ensure childcare spaces are properly cleaned, organized, and secured before leaving.
9. Maintain a working knowledge of applicable childcare regulatory requirements and ensure Wednesday childcare practices align with established safety and childcare protocols.
10. Communicate, record, and report childcare-related cash needs and payments to the Petra bookkeeper.
11. Meet regularly with the Children’s Director for oversight, vision planning, and accountability.

Qualifications

1. Biblical character qualifications of a leader; character above reproach, a person of integrity (I Timothy 3)
2. Spirit filled and flowing in the gifts
3. Servant's heart with a submissive, teachable spirit
4. Willing to embrace Petra's philosophy of ministry and committed to the vision of the Lead Pastor and Elder Team
5. Clear anointing, calling, gifting, and experience in working with children, including those with special needs
6. Team player with an equipping style of leadership
7. A love of children and a passion for nurturing/training them, skills for relating to children and adults; good people skills
8. Administrative skills and experience; ability to delegate; experience in overseeing multiple staff
9. Enthusiastic, high-energy level, hard worker, and high level of self-motivation; requires little supervision

Petra Church Christian Values Statement

Petra Church believes its ministry is most effective when its staff lives out an authentic, committed relationship with Jesus Christ. Each staff member is called to maintain a vibrant fellowship with Him as Lord and Savior and to serve as a full-time ambassador of Christ and the Church. Staff are expected to reflect the message, mission, and character of Jesus both on and off the job. They are encouraged to pray for the Church and one another, to participate in staff ministry gatherings, to offer biblical counsel, and to model faithful stewardship through tithing and serving.

Conduct Policy

We believe our staff, pastors, ministry leaders, members, and volunteers need to demonstrate Christian character and high moral values. The Bible is our guide, and it gives us instructions for holy living, such as found in Galatians 5:19-23; 1 Thessalonians 4:3-8, and 1 Corinthians 6:9-11. The use of illegal drugs, life-controlling practices, viewing of pornographic materials, sexual activity outside of a heterosexual marriage, and homosexual and transgender behavior are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason, we discourage the use of tobacco and alcohol.

Accountability

Children's Director

Status

Part-time position (8-10 hours weekly), reviewed annually