

<b>Job title</b>	<i>Childcare Coordinator</i>
<b>Reports to</b>	Director of Children's Ministry

### Job purpose

To provide and organize safe and God-glorifying childcare for Cypress attendees and members who are participating in Cypress Church events and programs

### Duties and responsibilities

#### 1. Personal Leadership

- Must affirm the doctrinal position of Cypress Church without reservation and qualify for church membership at Cypress Church.
- Must be habitually punctual, organized, reliable, and responsible.

#### 2. Childcare Duties

- Provide childcare during every session for these Elder-approved ministries: Women's Bible Study, Awana.
- Recruit and schedule at least one volunteer to assist during each session for the above ministries.
- Maintain list of childcare volunteers.
- Manage work according to each program schedule. Arrive and depart a minimum of 15 minutes before and after each session. Keep track of hours worked using a time card punched in Church Office.
- Provide safe activities for children both indoors & outdoors on campus.
- Scrupulously ensure all safety policies and procedures are followed when caring for children, including maintaining safe adult-to-child ratios, bathroom procedures, and incident/injury procedures.
- When necessary, communicate in a timely fashion with DCM and parents regarding all matters pertaining to safety, facility, incidents, or any other matter which may impact the quality or safety of childcare.
- Clean and maintain childcare areas (including outdoors), sanitize all toys, and prepare the room for the next user. Report any need for materials (e.g. paper towels ran out), or items in need of repair. Remove to dumpster and replace dirty diaper bag.

### Parameters of Position

The CC is a part-time, non-exempt position of up to 10 flexible hours per week performed on site at Cypress Church Campus. Hours: Wednesdays 9:15am-11:45am & 6:15pm-8:15pm. No benefits. No office hours.

### Experience and Education

Formal early childhood education or prior similar work experience is preferred. Affection for children and ability to retain wise personal and leadership boundaries with children and parents is important.