

**First Presbyterian Church Wichita Falls
Position Description**

Title: Early Childhood Care Coordinator

Part Time (8-10 hours/week)

Purpose: Creates and maintains a clean, secure space and cultivates a caring, nurturing environment for children ages birth to five for nursery and childcare. Recruits, trains, and manages a team of paid workers and volunteers to provide care for Sunday morning and other ministry events (as needed/scheduled).

Accountability: Accountable to the Children and Family Director (when filled, otherwise, Senior Pastor).

Responsibilities:

- Hires, trains, and supervises childcare workers for nursery and preschool care
- Schedules necessary teams of workers for Sunday morning and special events
- Recruits volunteer childcare workers from the congregation to assist with nursery and preschool care
- Trains and equips workers for compliance with childcare safety and emergency care policy and procedures
- Ensures completion of background checks for all workers
- Provides age-appropriate equipment and toys and maintains a regular cleaning schedule
- Helps connect with and help provide support for parents with newborns

Relationships: Relates to the Senior Pastor as supervisor unless otherwise designated; is manager and supervisor for the childcare team.

Evaluation: Performance review will be annually by a Pastor. Adequacy of compensation will be reviewed annually.

Qualifications and Skills Required:

- Vital relationship with Jesus Christ for multiple years
- Heart for children
- Proven experience and ability in managing others
- Proven strengths in organization
- Preferred experience in providing childcare

All interested applicants can contact Pastor Michael Hansen at michaelh@myfirstpres.org or by calling 940.767.2547

Proposed March 2022