



ST. ANDREW

Childcare Coordinator

Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Nursery and Preschool Program Minister this position provides scheduling and administrative support for the Childcare ministry and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Childcare:

- Provide childcare scheduling for church; worship, classes and events as needed as deemed by the Nursery and Preschool Program Minister
- Scheduling facility needs for childcare in Ministry Platform
- Schedule and communicate with childcare staff and group and event leaders utilizing childcare.
- Act as a backup childcare staff as necessary

Competencies

- MS Office ■ Ministry Platform ■ Organized ■ Love children and family
- Comfortable operating & troubleshooting office equipment (computers, copiers, etc.)
- Proofreading skills ■ Customer Service Oriented ■ Strong personal faith ■ Attention to detail

Supervisory Responsibility

This position has no supervisory responsibilities.

Physical Demands

This position would require the ability to lift 15-30 pounds and actively interact with and care for children.

Position Type and Expected Hours of Work

This is a non-exempt part-time position at 20 hrs/week depending on church childcare needs. Prefer flexibility in schedule to be available for weekday evening/weekend programming. Expected work, Sunday Worship 8:00 am-12:30 pm.

Travel

No travel is expected for this position.

Required Education and Experience

- High school diploma

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, submit your resume to
resume@standrewmethodist.org