

Position Title: Tuesday Morning Childcare Coordinator  
Reports to: Women’s Ministry Staff  
Payroll Status: Part-time, hourly

**Position Summary:** To successfully recruit, train and coordinate workers for childcare during Tuesday morning classes. This person will also plan Bible lessons, crafts and activities appropriate to preschool age children, creating a vibrant place for them to learn and grow.

**The Basics:**

- Attends LBC regularly and is a growing believer and in agreement with LBC vision and mission.
- Is an active participant in a small group of some kind (Life Group, adult classes, support group, etc.)
- Training or equivalent experience in working with children

**The Details:**

- Works 8 am – 12 pm on Tuesdays throughout school year
- Recruits workers beginning recruitment in July in preparation for the Fall semester
- Identifies and designates room leaders.
- Trains and equips workers before they begin
- Provides ongoing shepherding and encouragement for all childcare workers
- Designs age-appropriate curriculum and crafts
- Attends Equip Her team meetings
- Collaborates with LBC Kids staff for their standards of childcare, such as:
  - Worker training
  - Worker approval
  - Worker/child room ratios
  - Room logistics and protocols
- Collaborates with Care Ministries for childcare needs on Tuesday mornings

**Position Skills:**

- Experience planning Bible lessons for children
- Capable to communicate via email or phone, with knowledge of computers to handle childcare check-in system
- Heart and love for children and adults who provide care for them
- Able to physically lift small children (30-50 lbs)

**Relationship Skills:**

- Communicates well with multiple teams that collaborate on Tuesday Morning – LBC Kids, Women’s Ministry Equip Her classes, and Care Ministry
- Looks for ways to encourage childcare workers each week
- Can make clear decisions in the moment and is flexible with unforeseen changes
- Able to work through tensions with children, childcare workers and mothers in a helpful and professional manner