

The Orchard Evangelical Free Church
Job Description

JOB TITLE: Childcare Coordinator

REPORTS TO: Pastor of Worship and Families – Marengo Campus

PURPOSE:

The purpose of this position is to recruit, schedule, train and oversee childcare personnel for regularly scheduled events held at the Marengo Campus.

RESPONSIBILITIES:

1. Provide childcare for events
2. Recruit volunteer childcare providers for monthly events with assistance from Marengo staff
3. Establish schedule for regular workers and substitutes
4. Provide safety training to all childcare providers
5. Provide training to all childcare providers on classroom structure and activities
6. May coordinate and plan activities for the monthly events approved by the pastoral staff
7. Perform other duties as assigned by the Campus Pastor or Pastor of Worship and Families

QUALIFICATIONS:

- Detail orientated to provide quality work and complete assigned tasks accurately
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts
- Interpersonal skills with ability to communicate effectively with management and volunteers
- Demonstrate professionalism through appearance, attitude, and loyalty
- Computer literate in order to complete necessary tasks within software applications
- Positive and supportive attitude

To apply for this position call Michelle Brza, HR Coordinator at 847.852.2225 or send cover letter and resume to hr@theorchardefc.org.