

**Mary, Mother of the Church
Burnsville, Minnesota
Job Description**

Position:	Childcare Coordinator
Department:	Faith Formation
Reports to:	Director of Children's Faith Formation
Direct Reports:	None
Provides Work Direction to:	Childcare Center Volunteers
Receives Work Direction from:	Pastor and Parish Ministry Director
Resource Person to:	None
Status:	Non-exempt, part-time with variable hours
Date:	October 2025

Purpose

The Childcare Coordinator plays a vital role in creating a safe, loving, and enriching environment where children can thrive emotionally, socially, and intellectually. This position blends leadership with heart, guiding a team of caregivers to deliver high-quality care while building strong relationships with families and fostering a sense of belonging for every child. It allows parish families to participate and serve as they continue the work of Christ.

Essential Position Responsibilities

- I. Be on time, present and ready to work for all scheduled hours. This includes recognizing when situations require more effort, obtaining approval to put in additional time if needed, and satisfying responsibilities in a timely manner.
- II. Core Duties and Tasks
 - A. Maintain the cleanliness, order and safety of the Childcare Center.
 - B. Willingness to learn new skills
 - C. Attend and actively participate in meetings and activities of the Childcare Center Team.
 - D. Collaborate with other Childcare Coordinators as needs and opportunities arise.
 - E. Support and administer to the needs of a group of children, primarily birth - 4 yrs.
- III. Administration
 - A. Guide and support childcare volunteers
 - B. Assist in the childcare registration process.
 - C. Plan and facilitate the activities for children, primarily birth - 4 yrs.
 - D. Ensure that the necessary number of adults are present with child(ren).
- IV. Other responsibilities as identified and agreed on by the employee and supervisor.

Qualifications

I. Education and Experience

- A. Minimum 2 years of experience in childcare.

II. Skills and Personal Qualities

- A. Leadership skills, primarily for children birth – 4 years.
- B. Reliability and dependability are essential.
- C. Passion for the well-being of each child, mind, body and spirit.
- D. Enthusiasm for children, children first demeanor.
- E. Adaptability
- F. Patient, compassionate, and understanding demeanor.
- G. Effectively communicate in a positive, nurturing way.
- H. Confidentiality, integrity, and honesty.
- I. Ability to work collaboratively with others. (parents and children, childcare volunteers, and parish staff)
- J. Ability to work without supervision.
- K. Ability to work with frequent interruptions.
- L. Flexibility regarding schedule and time commitments, including the possibility of evening, weekend, or extended hours.
- M. Maintain a positive and helpful attitude even during difficulties.

III. Complete mandatory screening and training

- A. Successfully complete background screening
- B. Complete Code of Conduct
- C. Attend VIRTUS workshop for the Protection of Children and Youth
- D. CPR training
- E. Pre-employment physical exam required.

Physical Requirements

- A. Lift up to 20 lbs.
- B. Physically able to manage the safety of children and fully participate in activities.

General Expectations

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with, and supportive of, the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. This position does not require that the employee be Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

Performance

Performance will be measured according to the responsibilities listed above, as well as following parish protocols and childcare procedures, and completion of mutually agreed upon goals and objectives reviewed annually.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that is an accurate representation of the responsibilities performed in this job.

Signature

Date