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### *Job Description*

# **CHILDCARE COORDINATOR**

SOJOURN CHURCH J-TOWN

## **Mission Connection**

The Childcare Coordinator assists the mission of Sojourn Church J-Town by overseeing the paid childcare ministry of our church. This role will ensure the ministry events needing paid childcare have adequate support.

## **Character & Competencies**

- Fulfills the character qualifications outlined in Scripture and Sojourn By-laws
- Demonstrates commitment to collaborate with staff members, local elders, and other ministry leaders of Sojourn J-Town
- Able to receive direction and implement vision
- Willingness to learn and cultivate opportunities for growth and development amid a growing ministry and church
- Relational skills and the ability to joyfully interact with workers and small kids.
- Experience in childcare.
- Ability to schedule childcare workers.
- Experience with Google Workplace, Microsoft, and other administrative tools.

## **Responsibilities**

- Coordinate with J-Town staff on childcare event needs.
- Manage Childcare Request Forms in Planning Center.
- Find and schedule childcare workers.
- Coordinator with Office Manager to pay childcare workers
- Be present during events needing childcare.

## Expectations

- Adhere to the Sojourn Staff Handbook.
- Support, champion, and fulfill the mission, goals, and ministry philosophy of Sojourn J-Town.
- Support, partner, and align with other ministry areas to further our mission.
- 5 hours per week

## Classifications

- Category: Contracted
- Staff Level: Intern
- FLSA: Non-Exempt
- Pay: Hourly