



## Job Description

### Children's Program Coordinator

#### Women's Ministry Goal:

To help all women grow in their relationship with God and others

#### WM Children's Program Goal:

To provide safe and loving care for each child entrusted to our childcare program. This is an extension of our ministry to women.

#### Qualifications:

- A heart that cares for children and their needs
- Prior childcare experience
- Ability to recruit, train and encourage Children's Program staff members
- Possess organizational skills
- A willingness to work collaboratively with others
- Consistent walk with Christ
- Church membership or agreement of FBC Statement of Faith

#### Responsibilities:

- Hire and supervise Children's Program staff
- Oversee all payroll and documentation for workers using established procedures
- Keep proper accounting records of number of children, hours worked, and expenses
- Maintain records of all children, noting their individual needs and contact information
- Plan activities (Bible stories, DVDs, crafts) for children on an age-appropriate basis
- Follow ratio and safety guidelines stated in the FBC *Children's Ministry Standards*

#### Organizational Relationships:

- Responsible for: Children's Program Staff
- Responsible to: Bible Study Coordinator
- Work in cooperation: Children's Ministry Director, FBC Church Office

#### Time Required:

- 3-6 hours per week; paid position
- Special Events-coordination of staffing as needed

#### Length of Ministry:

- One year minimum commitment. Coordinator should train the replacement before leaving the position.

Women's Ministry  
Children's Program Coordinator Application

Name: \_\_\_\_\_

Best Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Experience (paid or non-paid):

1. Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Supervisor name and phone: \_\_\_\_\_

May we contact your supervisor for a reference? \_\_\_\_\_

2. Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Supervisor name and phone: \_\_\_\_\_

May we contact your supervisor for a reference? \_\_\_\_\_

Personal References:

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you meet the qualifications stated on the job description? \_\_\_\_\_ If not, explain on back

Do you have experience supervising staff members? Explain.

What qualities do you have that make you suitable for this position?