



## **Job Description: IMPACT Childcare Coordinator**

### **Reports to: Manager of Relational Ministry**

**Love In the Name of Christ (INC) of Littleton** has served this community since 2008. We are an affiliate of Love INC National which has 110+ locations in 30 states. Love INC's mission is: *To mobilize local churches to transform lives and communities in the Name of Christ.* We do this through engaging churches and Christians to serve our community.

### **Job Description:**

The IMPACT Childcare Coordinator leads the team that provides childcare for our IMPACT Families. The Coordinator is an integral part of the IMPACT leadership team and is relied upon to create a fun, safe, and dynamic learning environment.

### **Key outcomes from this role:**

- A safe, clean, and compliant childcare space
- Kids entrusted to our care are taught solid biblical principles through fun and informative lessons
- Kids having fun!
- Volunteers who are engaged and committed
- Parents who are comfortable entrusting their children to our care

### **Processes and tasks that will support these outcomes:**

- *Oversee the operations of the IMPACT Childcare team and the services offered*
- *Recruit, schedule, and coach the Volunteer members of the Childcare team*
- *Prepare lesson plans for each week of IMPACT*
- *Attend weekly IMPACT Staff meetings*
- *Ensure a safe & clean setting for the children of IMPACT Participants*
- *Ensure that each child is fully registered*
- *Accommodate any special needs, such as known allergies*
- Provide any and all necessary training to the Childcare team
- Communicate with parents proactively on any issues related to their children

### **The ideal candidate:**

- Loves Kids and loves leading a team of volunteers
- Loves The Church and desires to share that passion with the kids entrusted to our care
- Has a heart for providing loving care for children
- Active member of a Christian church
- Good communication skills, including listening
- Able to supervise volunteers in childcare operations
- Looks for ways God is working and moving, responding faithfully and sacrificially
- Exercises self-care and soul-care in order to best lead and serve

**Qualifications:**

- A personal relationship with Jesus Christ and belief in the mission of Love INC
- Team player able to work independently and cooperatively with a variety of people
- Great communications skills, both written and verbal
- Good organizational skills
- Ability to work with minimal supervision
- Compliance with state and local health codes as well as procedures required by South Fellowship Church and Love INC
- Pass a background check, sign a statement of confidentiality, sign a conflict of interest statement

**Details about Employment & Salary:**

This is an hourly position of 4 - 6 hours/week.

The Childcare Coordinator will be expected to attend a weekly staff meeting at the Love INC office which is located at 5745 S. Bannock St, Littleton 80120 and to spend every Thursday evening during the IMPACT Trimester at the IMPACT Campus, which is located at South Fellowship Church, 6510 S. Broadway, Littleton CO.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only	
Job code	4 - 6 hours a week
Position title	IMPACT Childcare Coordinator
Management? (Yes/No)	No
E/NE status	Independent Contractor
Last revised	December 20, 2023