Revised Date: July 2025

Childcare Coordinator Job Description

Position Title	Ministry Team
Childcare Coordinator	NextGen
Supervisor Position Title	**Employee Category**
Kid's Director	Coordinators & Support Staff
Status/Classification	**Weekly Hours**
Regular Part-time/Non-Exempt	5-10

Position Summary:

Lead the Childcare Ministry in order to help implement the vision of TBC to "develop fully devoted followers of Christ."

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Recruit, interview, onboard, coach, encourage, and communicate regularly with team members in the Childcare Ministry
- In coordination with personnel policies, hire, train and supervise all paid and volunteer staff. Ensure staff and volunteers are familiar and trained on TBC's child protection policy and review as needed but at least annually.
- Provide an excellent experience with a discipleship component for kids during Bible studies, ministry programming, and special events as needed (ex: Wednesday AM Bible Studies, Wednesday PM Student Ministry, and other special events as needed)
- Ensure spaces used are cleaned and restocked after each event.
- Provide care and oversight in the Preschool Hall on Sundays from 8:45 – 11:45 AM, ensuring a safe and nurturing environment for children.
- Perform other related duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- Associates degree in Early Childhood Development preferred;
- Previous experience as a teacher or a teacher's assistant preferred.

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Knowledge/Skills, Spiritual and Physical Requirements:

- Knowledge of early childhood development principles and developmentally appropriate educational practices.
- Enthusiastic personality that will engage children.
- Excellent communication and interpersonal skills with adults and children.
- Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
- Excellent organizational skills.
- Ability to plan, manage, and evaluate curriculum.
- Proficient with Microsoft Office Suite or related software as required for recordkeeping and documentation.
- Regular involvement in Trinity Bible Church activities and events. Member of TBC preferred.
- Signed acknowledgement of Trinity Bible Church's Statement of Doctrine and Staff Lifestyle Agreement.
- Signed acknowledgement of policies and procedures as stated in Trinity Bible Church's staff handbook.
- Prolonged periods standing and walking throughout the classroom.
- Must be able to lift up to 45 pounds at a time.
- Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.

Licenses, Registrations, and Certificates:

- American Red Cross Standard First Aid, preferred
- American Red Cross Cardio Pulmonary Resuscitation (CPR), preferred

Align with Trinity Bible Church's Staff Values:

- CALLING: Embrace an owner mindset (Ephesians 4:1-6)
- CHEMISTRY: Work as one (Romans 15:5-7)
- CHARACTER: Do what is right (Psalm 25:21)
- COMPETENCY: Bring your best (Colossians 3:23-24)

If you are interested in applying for this position, please email your resume to:

TBearden@TrinityBible.com

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