

Houston Northwest Church
Job Description

Job Title: HNW Kids Childcare Coordinator
Reports to: Children's Pastor
FLSA Status: Non-Exempt
Approved By:
Approval Date:

JOB OVERVIEW

The role of the HNW Kids Childcare Coordinator is to supervise employed childcare staff, organize and plan all childcare activities of HNW for weekend and weekday ministry programs. Children can range in ages 8 weeks through 5th grade depending on the specific event.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage childcare staff employees.
- Coordinate and supervise HNW childcare events.
- Prepare curriculum and activities for classes during childcare events.

OTHER SKILLS AND ABILITIES

- The successful candidate must be a Fully Devoted Christ-follower, called and dedicated to the ministry of children and parents and fully support the ministry of Houston Northwest Church and its leadership team. This individual's commitment to Christ will be evidenced in their personal life, family relationships, and ministry. Incumbents daily walk with God will be an example to the children, parents and others with which (s)he interacts.
- The ideal candidate will have the ability to work independently as well as in team environments.
- Computer skills needed.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually minimal - moderate. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.