

## Job Description

**Position Title**      **Childcare Coordinator - Grace Chapel Lexington Campus  
Part-time (10-15 hours/week)**

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**Purpose of Position**      Grace Chapel's Lexington campus is seeking a qualified individual to coordinate safe and quality care for children in our children's ministry program, Kidstown during programs and special events. The Coordinator position will primarily work with childcare staff, but also with children.

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**Qualifications**      To be effective in this role, a successful candidate will possess many of the following core gifts or passions:

- Collaborative approach to the job
  - Productive working relationship within the Childcare Team
  - Positive communication skills
  - Working knowledge of computers for Outlook (mail and calendar), Word, and Excel
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**Key Working Relationships**      The Childcare Coordinator will report to the Early Childhood Director and will interact with members of the Childcare Team. The Coordinator will also attend monthly meetings with the childcare team.

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**Core Duties**      Responsibilities include but are not limited to:

- Coordinating childcare for special events and programs (hiring staff, maintaining records of hours worked for payroll, manage staff during the event, being Point Person at the event.)
  - Ordering and organizing supplies for Kidstown.
  - Overseeing the care and cleaning of Kidstown (developing a schedule and ensuring the rooms are clean, safe, and properly sanitized.)
  - Administrative duties in ACS (church database) - input of class rosters, register new families, and data clean up.
  - Summer Sundays – assist Early Childhood Director in staffing rooms for summer.
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**Hours**

The work schedule is approximately 10-15 hours per week, and will be determined by the programs (Thursday mornings) and special events (occasional evenings) requiring childcare. Administrative duties could be performed on a flexible schedule.

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**Submission  
Process**

If after prayerful consideration you would like to be considered for this position, then we invite you to join in the application process. Please submit the following two items in electronic format only to [resumes@grace.org](mailto:resumes@grace.org). No phone calls please.

1. Current resume.
2. Cover letter briefly describing your faith background and the reason for your interest in this particular position.

You will receive an email confirming our receipt of your submission.

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