

Childcare Coordinator – Wilshire Baptist Church

Wilshire Baptist Church is seeking someone to coordinate all childcare operations.

To apply, email a resumé and cover letter to gmckenzie@wilshirebc.org.

Applications will be accepted until the position is filled.

Position Summary: The childcare coordinator is responsible for managing all childcare operations to help Wilshire build a community of faith shaped by the Spirit of Jesus Christ.

Other information about the position:

- This is a part-time position working approximately 12 –15 hours a week and reporting to the minister to preschoolers.
- Pay range: \$18 – \$20/per hour (commensurate with experience). No benefits offered.
- Work schedule: Sunday mornings, Wednesday evenings, and special events that require childcare.

Duties and Responsibilities

- Secure appropriate childcare coverage for all preschool events.
- Oversee all childcare workers while events are being held.
- Serve as a childcare worker as needed.
- Ensure all preschool rooms are prepared for all events.
- Provide process for all rooms and supplies are cleaned for use.
- Manage and request supplies that are needed for preschool events.
- Assist with reviewing and selection of preschool curriculum and resources as needed.
- Support the overall ministry of Wilshire Baptist Church.

Qualifications and Requirements:

- Must be at least 18 years old with a minimum of a high school education.
- Communicate with professionalism and a service orientation.
- Interpersonal skills using tact, patience and courtesy.
- Ability to relate positively and show respect to others.
- Conversational Spanish preferred.
- Willingness to learn and respond to supervision.
- Appropriate phone and email etiquette.
- Demonstrate flexibility.
- Have reliable transportation.
- Able to perform physical activities that require moving one's whole body, such as walking, stooping, lifting, pushing/pulling a cart, and use of stairs.

Applications are considered without regard to race, sex, national origin, age, marital, or veteran status, or the presence of a non-job-related medical condition or disability.