



JOB DESCRIPTION

DATE: August 5, 2026
JOB TITLE: **Childcare Coordinator**
LOCATION: Cedar Falls
REPORTS TO: Groups Pastor
FLSA STATUS: Part-time, Non-exempt. 10-12 hours per week.
WEEKENDS: No

SUMMARY

The Childcare Coordinator is responsible for recruiting, training, scheduling, and overseeing paid childcare workers for women's morning ministry programs and other groups opportunities at the Cedar Falls Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these may be assigned.

- Recruit, train, schedule and supervise paid childcare workers for Tuesday and Thursday women's ministry programs at the Cedar Falls Campus, along with other opportunities as needed.
- Ensure all childcare rooms and toys are clean, safe and appropriately stocked with supplies before and after events.
- Lead interview process for childcare provider applicants.
- Facilitate new hire paperwork for childcare providers.
- Maintain timesheet records worked by each childcare worker, assisted by a digital time tracking app.
- Provide HR with necessary paperwork for employees and payroll information.
- Maintain appropriate level of confidentiality of personnel files and information contained therein.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma required.
- One or more years of related education and/or experience preferred.
- Experience interviewing, hiring, training, and coordinating a team desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.

OTHER SKILLS AND ABILITIES

- Have passion and heartfelt concern for children, be high energy, hardworking, and possess the ability to encourage others.
- Be detail-oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Be able to communicate and establish effective working relationships with childcare workers, moms, other staff members,
- Be able to work efficiently and effectively in team situations as well as to work independently.
- Possess solid time management skills and organizational abilities, with ability to coordinate several activities at once and to quickly analyze and resolve specific problems.
- Be dependable, able to meet deadlines, remember important details, and routinely complete assigned tasks.
- Experience with or willingness to learn BambooHR.

PHYSICAL DEMANDS

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

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicapped accessible and equipped with an elevator. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature 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.

This 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.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____