



BETHANY

CHILDCARE COORDINATOR

Paid Childcare • Groups • Bible Studies • Events • Family Ministry

POSITION	Childcare Coordinator	STATUS	Part-Time 20 hrs/week
TEAM	NextGen Department	COMPENSATION	\$25/hour

ABOUT THE POSITION

Bethany Church is seeking a dependable, relational, and highly organized Childcare Coordinator to oversee Bethany's paid childcare team and childcare operations for groups, classes, Bible studies, events, and other ministry environments. This role helps create safe, welcoming, fun, and Christ-centered spaces where children are cared for well and parents can fully engage in the life of the church.

The Childcare Coordinator will recruit and schedule paid Childcare Workers, coordinate childcare requests across ministries, support worker training and communication, and help maintain consistent safety and operational standards. This position works closely with the ECE Director and broader NextGen team while allowing the ECE Director to focus primarily on Sunday preschool ministry, programming, and volunteer leadership.

ABOUT THE IDEAL CANDIDATE

The ideal candidate is a committed follower of Jesus who loves children and families, communicates clearly, follows through consistently, and can manage changing schedules and multiple ministry needs with calm and initiative. They are a team builder who values safety, hospitality, organization, and excellent care, and understands that reliable childcare can remove barriers to discipleship, community, and serving.

DESIRED EXPERIENCE & ABILITIES

- Experience in childcare, preschool, children's ministry, team leadership, scheduling, or administration preferred.
- Strong organization, communication, problem-solving, and follow-through.
- Ability to recruit, coordinate, support, and hold paid Childcare Workers accountable.
- Ability to work collaboratively with staff, ministry leaders, parents, and childcare workers.
- Commitment to child safety, appropriate boundaries, confidentiality, and Bethany's ministry standards.
- Flexibility for some weekday, evening, and occasional weekend ministry needs.

POSITION RESPONSIBILITIES

The Childcare Coordinator provides leadership and coordination for Bethany's paid childcare ministry, with primary responsibility for staffing and supporting childcare outside of the regular Sunday morning preschool volunteer ministry.

Lead & Schedule Childcare Workers	Recruit, onboard, schedule, communicate with, and support Bethany's paid Childcare Workers, including maintaining a reliable substitute pool.
Coordinate Ministry Childcare	Provide staffing and coordination for MomCo, Community Groups, weekday Bible studies, Growth Track as needed, Team Nights, Kids Club in partnership with NextGen staff, and other approved church events.
Create Safe Environments	Help ensure childcare rooms are prepared, appropriately staffed, safe, welcoming, age-appropriate, and Christ-centered, with consistent check-in, dismissal, and emergency practices.
Strengthen Systems	Maintain clear childcare request, scheduling, communication, attendance, and substitution processes that support growing ministry needs.
Partner Across Ministries	Work closely with the ECE Director, NextGen team, Discipleship & Groups ministry, and event leaders to anticipate needs and clarify expectations.
Support Key Weekends	Participate in all-hands ministry moments such as Easter and Christmas Eve and help coordinate additional childcare staffing for major church-wide events.
Steward Resources	Communicate staffing needs responsibly, help track childcare hours and related information, and care well for shared rooms, supplies, and resources.

ROLE DISTINCTION

ECE Director:

primarily owns Sunday preschool ministry, programming, volunteer recruitment and scheduling, and preschool family ministry.

Childcare Coordinator:

primarily owns paid childcare worker staffing and childcare operations for groups, classes, weekday ministries, and special events.

Some environments, including MomCo, Kids Club, Easter, Christmas Eve, and other large family events, will require shared planning and collaboration.

COMPENSATION & SCHEDULE

This is a part-time hourly position averaging 20 hours per week at \$25 per hour. Weekly scheduling may vary based on Bethany's ministry calendar, recurring childcare needs, and special events. Some weekday, evening, and occasional weekend availability is required. Final reporting structure will be determined prior to hire.