



Job Title: **Childcare Coordinator** **FT/PT Part-time**

Department: Administration

Reports To (Title): Director of Parish Administration

FLSA Status: Exempt ____ Non-Exempt X Ministerial Exemption ____

Date Prepared: 11/11/25

Position Summary

This position oversees the care, safety, and cleanliness of the nursery area and equipment, as well as supervision and coordination of paid nursery staff and schedules. The position requires Protecting God's Children certification and adherence to Diocesan policies for their team.

Key Functions / Responsibilities

List the primary functions of the job in order of importance or percentage of time spent. (Up to 7 functions recommended.)

#	Major Function / Responsibility	Typical Activities / Expected Results	% of Time*
1	Supervision of Nursery staff and maintaining PGC compliance with Diocesan policies. Staff Scheduling	Hire and train staff, enforce PGC standards	35%
2	Creating a safe, clean and welcoming environment for children so parents feel secure in attending activities	Maintain equipment, coordinate with custodial staff	25%
3	Develop with programming partners activities that would require childcare.	Work with faith formation team during calendar creation to understand when childcare could be needed, in addition to weekend Mass times	15%
4	Coordinate volunteers to augment staff, develop accurate job descriptions for staff	Recruit and develop volunteers (PGC compliant) to help with staffing levels, ensure job descriptions are accurate	15%
5	Purchase snacks as needed and submit payroll and reimbursement requests in a timely fashion	Ensure the childcare area has enough appropriate snacks as needed, and that payroll and reimbursement are completed regularly	10%

*Percentages should total approximately 100%.

Financial Accountability

Outline the level of financial responsibility, such as:

- **Budget Responsibility:** Payroll approximately \$40,000 annually
- **Purchasing Authority:** Up to \$500

Supervisory Responsibilities

☐ None

☒ Yes (Complete below)

- **Direct Reports:** (List titles and number of employees supervised)
- 8-15
- **Indirect Reports:** (If applicable)
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Education and Experience Requirements

Education:

High School Diploma required, some college or degree preferred.

Experience:

Experience with young children in a nursery or home environment

Technical / Specialized Knowledge:

Licenses / Certifications:

Protecting God's Children course

BCI background check

Competencies / Skills

Excellent child care skills, including minor first aid experience

Working Conditions

Remote hours __None_____

Approvals

Position incumbent_____ Date_____

Director of Parish administration_____ Date_____