

Childcare Coordinator

Description:

The Childcare Coordinator for Family Missions Company will coordinate childcare during our formal formation for new missionaries called Intake (July - December), for Discernment Weeks, missionary retreats, or at other times, as needed, for the missionary kids of Family Missions Company. Childcare / Formation is usually about three hours a day for on average three days a week for the 6 months of formation. When they aren't serving the missionary kids, the Childcare Coordinator will serve in Hospitality to complete tasks to provide adequate hospitality to the missionaries of Family Missions Company.

Responsibilities Include:

- Report to the Hospitality and Community Life Coordinator for assignments in Childcare (during and outside of Intake) and Hospitality.
- Creating a faith-filled, joyful environment for missionary children to grow in prayer, play, virtue, and kindness.
- Providing structure and accountability that is firm but compassionate.
- Ensuring a safe, sanitary, and orderly environment in the Kids' Ministry space.
- Planning, implementing, and supervising structured, age-appropriate, group activities when necessary.
- Preparing, organizing, and supervising mealtimes and snacks when necessary.
- Providing a space for some children to work on independent homeschool activities when necessary.
- Assisting children in the bathroom or with diapering tasks as needed.
- Maintaining professional and positive relationships with parents, children, and staff.
- Notifying parents of any behavioral or emotional issues that arise.
- Overseeing other childcare volunteers or employees
- Assist the Hospitality and Community Life Coordinator with administrative tasks as well as hands on hospitality to serve the missionaries and visitors to Big Woods.

Skills Needed:

- A deep love for Jesus, and a willingness to help others grow in love of Him
- Humility
- Experience either as a teacher or in childcare
- Passion for working with children
- Patience
- Communication skills
- Administrative skills
- Organized
- Strong desire to serve

Please contact Erik Martin if interested or with any questions:

erikmartin@familymissionscompany.com

To apply, please send resume and cover letter to careers@familymissionscompany.com.