

## Childcare Coordinator as of 25 JAN 23

### Description:

The Childcare Coordinator for Family Missions Company will coordinate childcare during our new missionary formation called Intake (Sept 8th - March 25th), for Discernment Weeks, missionary retreats, and at other times, as needed, for the missionary kids of Family Missions Company. Childcare / formation is usually about three hours a day for an average of four days a week for the 6 months of formation. Typically, there is at least a 2-week break over the Christmas Holidays. When they aren't serving the missionary kids, the Childcare Coordinator will serve in the Hospitality department to help with tasks that provide hospitality to the missionaries of Family Missions Company who are staying at Big Woods.

### Responsibilities Include:

- Reporting to the Formation Manager during Intake
- Creating a faith-filled, joyful, well-ordered 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.
- Offering children compassion, support, and companionship, alongside their parents and the Missionary Kid Care Facilitator
- 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
- Assisting 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 and Qualifications 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:

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To apply, please send a resume and cover letter to [careers@familymissionscompany.com](mailto:careers@familymissionscompany.com).