



Our Lady of Good Counsel

Child Care Coordinator

Our Lady of Good Counsel is a parish on mission to Unleash the Gospel and become a joyful band of missionary disciples. Our parish vision is to offer everyone a life-changing encounter with Jesus. One of the key ways we will succeed in achieving this vision is by providing child care to families so that parents can more easily participate in the faith formation and parish offerings. OLGC is hiring a part-time (19 hours a week) Child Care Coordinator to oversee its child-care program.

The successful candidate will be an enthusiastic leader, with a passion for helping children have an encounter with Jesus at an early age. The position is part-time (averages 15-19 hours per week) and reports to the Director of Family Ministry.

Responsibilities | Primary Functions of Position

Key Responsibility Areas

Program Administration

- Recruit and train child-care volunteers sufficient to meet the child-care needs of the parish.
- Monitor and evaluate volunteer performance to ensure the highest quality child care is being provided. Address any issues that may arise.
- Schedule qualified child-care volunteers for all events where child care will be offered.
- Order, inventory and maintain all supplies needed to run the child-care program.
- Update the child-care manual periodically and rollout changes to volunteers.
- Ensure all volunteers meet all Safe Environments requirements at all times.
- Maintain accurate records of all volunteers and children, including detailed information about each child's food allergies and other special needs.
- Schedule rooms as needed for child care purposes.
- Oversee online registration platform.
- Maintain regular / as needed communication with parents
- Provide other duties as assigned by the Director of Family Ministry.

Qualifications | Required Skills & Experience

- (Preferred) Bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Early Childhood Development or similar course of discipline;
- Minimum of one to three years' experience providing professional-level child care;
- Minimum of one to three years' experience teaching the Catholic faith to children;
- Minimum of three years' experience managing staff or volunteers;
- Experience providing child care to children with varying physical, mental and emotional developmental needs;
- Excellent written and oral communication skills;
- Proven administrative capacity to manage a large number of projects and tasks simultaneously;
- Demonstrated ability to earn and maintain trust with regard to confidential and sensitive information;
- Strong working knowledge of Microsoft Office, and web forms

Critical Qualities

- Strong personal relationship with Jesus Christ and a deep love for His Church;
- Developed prayer life;
- Self-starter with strong initiative, planning, implementing and problem solving skills;
- Passionate about helping grow people as intentional disciples of Jesus;
- Mission driven; desire to journey with families in long-term relationship;
- Strong managerial and interpersonal skills; servant-leader;
- Humble, with a genuine openness to constructive criticism;
- Models qualities of being authentic, charitable, joyful, and courageous;
- Thrives in team environments;
- Incessant tinkerer, constantly driving towards better outcomes;
- Highly responsive and dependable;

Charisms:

- Leadership
- Servant-Hearted
- Administration
- Faith

Details:

The Child Care Coordinator position:

- Is based in (city) Michigan
- Reports to the Director of Family Ministry
- Requires evening and weekend hours; and offers a competitive pay.

To apply, please send to:
Jouppid@olgcp parish.net

Please include a cover letter, resume, and statement of faith.