

Childcare Coordinator



Hours: 6-12 Hours Monthly

Reports to: Community Pastor

Compensation: \$15 hourly

Purpose:

The Childcare Coordinator is a staff position at New Heights Bentonville. The Childcare Coordinator Recruits, Trains & Oversees a team of Childcare Workers. This team serves 1x monthly for new member meetings & for special events at New Heights. This team provides a crucial service to kids & families as they form connections within the community of New Heights.

Responsibilities:

The Childcare Coordinator is an adult over the age of 18 who

- Recruits & Trains childcare workers at NHB
- Schedules Childcare Workers in coordination with the Administrative Team of NHB
- Serves & Supervises Childcare for Sunday Pm Discovery Groups & occasional special events
- Model Servant Leadership
- Partner with Staff Team to steadily improve the quality of Childcare being offered at NHB (Participation in Staff Meetings is voluntary & is not compensated unless Childcare is the primary focus of the meeting)

Leadership Characteristics:

- Be a Disciple & Make Disciples
- Passionate
- Authentic
- Servant Leader
- Excellence
- Builder
- Self-starter
- Goal-oriented
- People gatherer
- Problem-solving
- Delegation
- Communication
- Team player
- Resolve conflict

Leadership Commitment:

- **Pursue unity among the ministries & congregation of New Heights Bentonville.**
 - Commit to ask clarifying questions from staff / elders of NHB rather than assuming or entertaining gossip about ministry methods, messages or motives of others.

- **Support the leadership & vision of New Heights publicly.**
 - Because of your position as a leader at NHB your attitudes & actions have a profound impact on those you lead (directly or indirectly). Any frustrations, fears or disagreements you experience should be addressed with those who are shepherding with you (staff / elders) rather than with those you are leading. This commitment to resolve conflicts directly is not only Biblical (Matthew 18:15-20) but is for the good & growth of our church body.

- **Healthy Leaders are equally committed to Authority, Responsibility & Accountability**
 - As a leader you are not only given Authority to speak & shepherd others, you also have a responsibility & accountability before God & others to faithfully model Christ-like character in every area of your life (1 Peter 5:1-11). If there is an area of your life or leadership where you are not grounded & growing in the Gospel (faith & faithfulness) you must share that deficit with a pastor or elder. They are charged with caring both for you & for the church of God at New Heights.

- **You are committing to 'Need Jesus in front of others'**
 - Leadership requires authenticity. None of us has 'arrived' & we need Jesus in every stage & season of our lives. Be smart with what you share & with whom. Not every person is ready or mature enough to be trusted with every part of you. But, you must be honest with yourself first, with those you lead & fully honest with a mentor or accountability partner. Your integrity is vital & will be attacked as you aspire to lead others in their spiritual growth.