

MUSKEGON RESCUE MISSION

JOB DESCRIPTION

- POSITION TITLE:** Childcare Coordinator
- REPORTS TO:** Director of Women's/Family Ministries
- RELATES CLOSELY WITH:** Women's/Family Case Manager
Women's/Family Shelter Team Members
Shelter Guests
Volunteers

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with shelter guests, volunteers and co-workers as opportunities arise.
- Providing physical, emotional and spiritual care for resident children, including discipline and instruction.
- Preparing and implementing Christian-centered curriculum and activities for children preschool through age 17 as needed.
- Supporting and mentoring mothers within the shelter family program through communication and various resources.
- Working closely with homeless school advocates.
- Ensuring the cleanliness and orderliness of all assigned facilities and equipment.
- Establishing and creating working partnerships with other agencies to provide programs and benefits to our shelter guests.
- Organizing and implementing annual summer camp program for past and present resident children.
- Coordinating field trips and children's events.
- Any other tasks assigned by supervisor.

PRIMARY STRENGTHS AND ABILITIES REQUIRED:

- Shall be a mature, born-again Christian and be in fellowship with a local evangelical church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Shall subscribe to the by-laws and statement of faith of the organization.
- Must be organized, have conflict resolution skills and knowledge of children's safety issues.
- Must possess excellent verbal and written communication skills and be able to effectively communicate with team members, guests and children. Be self-motivated, creative and have computer experience.
- Must have educational background in early childhood development, or experience working with children.
- Minimum 3 years of childcare experience.

GENERAL INFORMATION:

- Part-time hourly position.
- Hours: 25/week
- Must submit to a background check and be cleared by the Michigan State Police.
- Must possess a valid Michigan driver’s license with good driving record.
- Flexibility in hours will be necessary at times to meet staffing needs and or special events.

I have read the above, and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor’s authority to add or change duties or responsibilities, and understand that the performance of other duties in other ministry departments will be required from time to time in order to meet the Mission’s needs. Furthermore, I understand that Michigan is an “At Will” state and that Muskegon Rescue Mission operates as an “At Will” employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

SIGNATURE

DATE