

Reports To: Family Life Director

Supervises: Playcare Employees

Coordinates With: Treasure Kingdom Director, Oaks & Campus Children's Ministers, Family Life Administrator, All Chapel Ministry Directors/Ministers and their Assigned Administrative Assistants

Summary of Position: Directing and managing all Chapel childcare events and oversight of all Playcare policy, schedules, employees, budget and payroll

Playcare Catalyst: 40% *Develop, supervise, and implement the ministry and business of childcare at The Chapel*

1. Develop, communicate and manage all communication with Chapel Ministry Staff regarding Playcare needs
2. Manage and develop the schedule and implementation of childcare as needed at both locations of The Chapel
3. Oversee the updating and production of the Playcare Training Manual

Business and Operations of the Playcare Ministry: 30% *Oversight of Playcare budget proposals and management of the business of the Playcare Ministry*

1. Oversee the Playcare budget proposal
2. Oversee the business of Playcare
3. Oversee and implement the bimonthly payroll process as directed by the Finance Office for all Playcare hourly employees.

Staff Team Development: 30% *Participate in Chapel and Family Life team development*

1. Recruit, develop, train and lead the Playcare Ministry Team
2. Monthly Individual meeting with Family Life Director
3. Bimonthly Family Life Director Meeting
4. Bimonthly Family Life Staff Meeting
5. Monthly Chapel Staff Meeting
6. Weekly Huddle Meeting (as available)
7. Participation in Chapel and Family Life All Staff events
8. Worker Appreciation for all Playcare employees
9. Agree to follow and implement The Chapel's overall mission and strategy

QUALIFICATIONS

- Solid spiritual life and family life
- Gift of Administration
- Organized and flexible
- Problem solving and planning skills
- Comfortable working on a team
- Great employee management skills