

I. POSITION TITLE

KidCare Manager

II. GENERAL DESCRIPTION

Provides schedule coordination, training and administrative support for the KidCare Ministry.

III. KNOWLEDGE AND EDUCATIONAL REQUIREMENTS:

- a. Must be detail-oriented and organized
- b. Must communicate well with children and adults
- c. Must be able to lead volunteer teams

EDUCATIONAL REQUIREMENTS

- a. HS education or GED

IV. SPECIFIC DUTIES:

- a. Assists with interviews and hiring decisions with HR Director.
- b. Facilitates orientations and training events
- c. Schedules rooms in Event U. Maintains records in LifeBridge Central.
- d. Creates schedule for KidCare opportunities/events/shifts
- e. Completes monthly calendar of events and distributes to each KC staff member
- f. Creates roster for rooms based on providers to children (ratio)
- g. Direct Report for providers
- h. Responsible for check-in, room assignments for children/providers.
- i. Prints name badges and orders key cards
- j. Equips providers with resources for day of event.
- k. Supervises rooms, facility care and cleanup
- l. Responsible for providing timecards to HR
- m. Completes monthly ministry allocation report using Excel
- n. Orders food, shops for supplies
- o. Main point of contact for all KidCare providers
- p. Responsible for creating training documents, manuals, lanyards, etc.
- q. Responsible for reporting and assisting in investigations of all KC related incidents
- r. Train a provider to co-lead
- s. Communicate with Sonshine Director about schedule
- t. Huddle and pray with providers

V. ORGANIZATIONAL RELATIONSHIPS

Work with: Family Ministry Staff and Team Members
Report and review by: Chris Meyer

VI. Employment Classifications

- a. Category: Part-time
- b. Number of Hours: 20
- c. Wage \$14/hr
- d. Exempt/Non-Exempt: Non-Exempt
- e. Employee Class: Support Staff
- f. Sundays Required: Occasional

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Lifebridge Christian Church is a religious organization and reserves the right to hire based on the basis of religion.