

Our Lady of Lourdes Catholic Parish

Position Description: Childcare Coordinator

The Childcare Coordinator is responsible for coordinating the childcare program at Our Lady of Lourdes Catholic Parish. S/he is foremost someone who loves the Catholic faith and is eager to serve the community at Our Lady of Lourdes by providing childcare to families during Sunday Masses and parish events. S/he is comfortable overseeing the childcare program and recruiting, training, and scheduling childcare providers for events. S/he thrives in a small team environment and is a self-starter with an outstanding ability in organization, administration and recruiting. S/he reports to the Director of Ministry. This is a part-time position, with the time commitment ranging from 10-20 hours per week depending on the season and scheduled events.

Job Responsibilities

- Manages a team of childcare providers and parent volunteers to staff parish events and Sunday Mass programs.
 - Recruits, trains, and schedules all providers.
 - Ensures that providers are safe environment trained and have passed all necessary background checks per state and Archdiocesan regulations.
- Helps develop and implement best practices for childcare program, including safety regulations, lesson plans and program timelines.

Qualifications

- Experience with childcare programs required
- Must pass background check and complete all necessary safety trainings as established by the state and Archdiocese of Denver
- Superior communication skills, including pastoral and interpersonal communications
- Collaborative team player
- Exceptional skills in administration and organization
- Flexibility to work nights, weekends
- Fully initiated Catholic in communion with the Catholic Church who is intentionally living out the five precepts of the Church (CCC 2041-2043) and refraining from promotion, approval or living out of conduct in contradiction with Catholic moral teachings

How to Apply

Send cover letter & resume to: admin@lourdesdenver.org