

**Childcare Schedule Coordinator**  
**Position Description and Application**

**Purpose of the Position:**

To ensure that the Fellowship can provide reliable and quality childcare for families attending various Fellowship events throughout the year.

**Responsibilities:**

- Contact Fellowship approved childcare providers and secure childcare for weekly, quarterly, and special events.
- Create and maintain a schedule for all, and share with Director of Religious Education.
- Regularly communicate the DRE about schedule changes and updates

**Qualifications:**

- Good organization and record keeping skills
- Good communication skills with childcare providers and DRE

**Amount of Time Required:**

Approx. on half to one hour per week.

**Length of Commitment:**

One to two years, with the possibility of renewal, starting in the summer of 2019.

**Training and Support provided by:**

Provided by the DRE with regular contact with the DRE. In house training, and meetings scheduled as needed to address specific issues.

**Responsible to:**

Director of Religious Education, (Kim Hartman)