

Position Description – Portico Kids & Child Care Coordinator

REPORTS TO: Downtown Clergy
STATUS: Part-Time, Non-Exempt
Schedule: Sundays & Special events as needed 5 –10 hours/week

SUMMARY:

The Portico Kids & Child Care Coordinator provides a safe, nurturing environment for children ages 0–8 during the 1001 Gathering, Sunday mornings, and other groups or events as needed. This role plans and leads weekly Bible lessons, incorporating the same scripture used in the Gathering when possible, along with brief meditation, free play, and age-appropriate activities. The Coordinator also safely transitions children from the second-floor café space to the Community Hall at 10:50 a.m. so children and families may reunite for communion.

RESPONSIBILITIES:

1. Oversee childcare and nursery ministry for The Portico Campus on Sunday mornings and mid-week evenings as needed.
2. Train, screen, schedule, and support Sunday volunteers.
3. Partner with clergy and campus leadership to recruit, equip, organize, appreciate, and spiritually support lay volunteers serving with children.
4. Communicate ministry vision, goals, and expectations to volunteers, parents, and participants; evaluate progress as needed.
5. Assess resource needs and recommend improvements to support a safe and effective ministry environment.
6. Serve on Sundays and mid-week evenings as needed, with the goal of coaching and developing lay volunteers for this role.
7. Communicate with parents as needed to address behavioral concerns, special needs, or other child-specific considerations.
8. Collaborate with Children's Ministries staff and Hyde Park Downtown clergy to support church-wide special events, including Family Fun Nights, Vacation Bible School, Christmas, and Easter.
9. Assist with child protection training for volunteers and paid staff, including reference checks for volunteers.

REQUIREMENTS

1. Background in childhood education or child development preferred.
2. Genuine love for children and families.
3. Passion for helping children and families grow as disciples through prayer, scripture reflection, worship, small group community, giving, inviting, and serving.
4. Ability to adapt lessons for children of different ages and developmental stages while managing mixed-age group dynamics.
5. Strong computer and technology skills, or willingness to learn.
6. Must successfully complete criminal background and reference checks. Required.

Personal Characteristics

- Committed to the mission and vision of Hyde Park United Methodist Church.

- High moral character – must successfully clear a criminal background screening.
- Demonstrates an enthusiastic, energetic work ethic. Accomplishes tasks in a professional manner, with minimum supervision.
- Warm-hearted. Treats staff and congregation members and visitors with respect and dignity.
- Seeks innovative solutions to challenges. Exercises sound judgement and comes to reasoned conclusions.
- A team player, has a “can do,” “how can I help?” attitude.