



**MOTHERS OF PRESCHOOLERS CHILDCARE PROGRAM COORDINATOR,  
NICEVILLE CAMPUS**

**Position Title:** Mothers of Preschoolers (MOPS) Childcare Program Coordinator (Part-time, Exempt Position)

**Supervisor:** Women’s Minister

**Purpose:** Provide a nurturing and inviting atmosphere for families utilizing the program. Coordinate childcare and materials necessary for the program to thrive. Perform necessary tasks that help promote the program.

**PRIMARY DUTIES: (LIST MAIN DUTIES OF POSITION)**

1. Register new moms and kids.
2. Welcoming presence to all families attending the MOPS program.
3. Prepare *age-appropriate* Biblical and Non-Biblical curriculum.
4. Act as the liaison between Crosspoint Women’s Ministry and MOPS.
5. Schedule nursery caregivers and volunteers.
6. Attend MOPS planning meetings as needed.
7. Participate as a team member of the church in the overall purpose of Crosspoint by means of planning, vision, praying and carrying out the mission of ‘come, meet, grow, serve’.
8. Monitor and approve time clock for caregivers
9. Uphold the Staff Covenant.

**SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)**

1. Organizational skills
2. Strong communication skills
3. Ability to build strong relationships
4. Embrace and adapt to growth, change, innovation and creativity
5. Good computer skills

**KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)**

1. Program has the necessary items to maintain a healthy level of performance
2. Volunteers believe they are welcomed, respected and appreciated
3. Continues to work fluidly between the MOPS program and Crosspoint Women’s Ministry