

**WSM Job Description**  
**Lydia Center Children's Ministry Coordinator**

**Summary:** A live-in position which aids the spiritual, mental and emotional growth of women and children through children's ministry services.

**FLSA:** Part-Time Hourly

**The Children's Ministry Coordinator must be:**

- Willing to sign the Water Street Ministries Statement of Faith
- A current member or regular attendee of a local church
- Able to fully support the Water Street Ministries core values and ministry philosophy
- Sign the Water Street Ministries' Employment Agreement
- Sign the Water Street Ministries' Lease Agreement

**Essential Duties:**

- To plan and teach regularly scheduled classes for children and women.
- To maintain appropriate records of classes and coaching sessions.
- To supervise and lead daily classes for preschoolers.
- To instruct women residents during child supervision.
- To plan curriculum and coordinate volunteers for children's childcare related services.
- To serve evenings and occasional holidays as assigned and in crisis situations as they arise.
- To participate in special programs/events and in educational/training opportunities.
- To communicate and cooperate with other Water Street Ministries staff as needed.
- To maintain a compassionate witness, exercise firmness with love and demonstrate an appropriate sense of humor.
- To maintain and/or supervise proper care & cleaning of child-care room, equipment and toys.
- To plan and coordinate some afternoon and weekend activities.
- To drive mothers & children to appointments when necessary and to bi-weekly shopping trips.
- To be "on call" from 10 pm to 6 am for coaching moms through crisis and accompanying moms and children to the hospital, if necessary.
- Other duties as assigned.

**Education/Experience:** College graduate or equivalent training in Childcare Provider ship. Experience in 'rescue' or comparable work preferred.

**Reports to:** Executive Director of Lydia Center

**Physical Demands:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend and evening availability. A valid PA driver's license is required.

**Christian Life:** As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony and lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.