

**JOB TITLE:** Nursery Coordinator  
**DEPARTMENT:** Family Ministry  
**REPORT TO:** Family Ministry Pastor  
**DATE REVISED:** January 2012  
**CLASSIFICATION:** Part-time

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## **POSITION PURPOSE:**

To coordinate all aspects of nursery care, Birth through 2 years old, during weekend services. This includes administrative support, maintenance, and organization for both the program and the people serving in the program.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ❖ Ongoing recruitment, scheduling and training of ministry partners to provide a safe, secure and loving atmosphere for all children left in the nursery care
- ❖ Administrative support – attendance records, maintain and update class rosters, and ongoing maintenance of Fellowship One information
- ❖ Follow-up calls to new families that visited our church
- ❖ Set-up, clean-up and maintaining of classrooms – supplies stocked, rooms ready for use, toys and other nursery equipment is age-appropriate, clean, safe and replaced when necessary
- ❖ Ensure policies and procedures are effectively communicated and followed by ministry partners and parents
- ❖ Ensure security system (check in/check-out) is implemented and functioning as designed and effective emergency procedures are in place
- ❖ Coordinate, develop and communicate effectively with ministry partners, parents, and staff
- ❖ Available to pray, shepherd, and /or disciple as God leads...ministry partners, parents, staff
- ❖ Committed to praying for the program, ministry partners, children, and parents

## **JOB SPECIFICATIONS:**

- ❖ Strong and growing faith in Jesus Christ, recognize the Bible as the authoritative word of God, a heart set on following Him, and a track record of upward personal trajectory
- ❖ Ability to lead and give effective direction to a large, diverse team of people and be an on the floor problem solver
- ❖ Interpersonal/people skills that enable building relationships with ministry partners, parents, and staff
- ❖ Passion and ability to provide great care and encourage parents in their walk as the spiritual leader of their child

## **OTHER RESPONSIBILITIES:**

- ❖ Assist Family Pastor with Parent Commitment/Child Dedication class and ceremony twice a year
- ❖ Attend weekly ChangePoint and Family Ministry Staff meetings
- ❖ Assist and support ongoing ChangePoint and Family Ministry Events
- ❖ This job description reflects general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload