



Job Title: Nursery and Logistics Coordinator

Ministry: CHILDREN'S

Supervisor: Assistant Director of Children's Faith Formation

FLSA Status: Full-time / Hourly / Non-Exempt

Work Hours: Sun 7:30-12:30; Mon-Thurs 8:30-4:30

POSITION SUMMARY: The Nursery and Children's Coordinator is responsible for the nurture and care of our youngest disciples of Jesus Christ, ages 0-3, through age-appropriate ministries of faith formation for babies, toddlers, and their parents, as well as performing administrative duties for the larger Children's Ministry. Experiences will demonstrate the way of Jesus by creating relationships and resources that strengthen parents' connection to their children as their primary spiritual nurturers. This includes the elements of learning, knowing, and putting faith into action, thereby fulfilling the mission of the church: to know Christ, to make Him known, and exhibit His love through worship, education, and service.

POSITION DUTIES & RESPONSIBILITIES

- Responsible for providing a welcoming environment for children and parents and for following policies and procedures that ensure the highest quality of care and Christian nurture.
- At the direction of the Assistant Director, implement developmentally appropriate curriculum that fulfills the Mission Statement of the church for babies, toddlers, and their families.
- Coordinate childcare for moms' events and large church events.
- Ensure nursery rooms are clean, set up, well-stocked and ready to receive children for care, and ensure rooms are clean and tidy after events.
- Serve as a worship leader for Early Preschool Chapel as scheduled.
- Assist with Children's Ministry programs as needed or directed.
- Assist in the planning and execution of major events in Children's Ministry and the larger church.
- Perform upkeep of Ministry Platform and eSPACE (church software systems) for the Children's Ministry by creating and updating events, groups, and systems.
- Perform administrative duties as directed by the Assistant Director of Children's Faith Formation and the Director of Children and Their Families.

SUPERVISORY RESPONSIBILITIES

- Interview, hire, and supervise staff nursery attendants.
- Manage payroll for nursery staff.
- Schedule nursery attendants as needed for regular programming and special events.
- Recruit and train volunteers for Nursery Sunday School.
- Provide comprehensive training for all nursery attendants, including First Aid/CPR, Child Safety & Protection, and developmental milestones for young children.

KNOWLEDGE/SKILLS

- Demonstrates a loving and caring nature suitable for providing Christian nurture to the youngest disciples.
- Understands developmentally appropriate methods and practices for ministry with this age group.
- Experience with data management software preferred.
- Detailed-oriented, excellent organizational skills, effective problem-solving ability.
- Ability to work independently, prioritize and manage time, multi-task.

POSITION QUALIFICATIONS

- An active, growing relationship with Jesus Christ. Knowledge of the Bible, the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about the advancement of the gospel, required.
- Presbyterian, with a working knowledge of the polity and program of the Presbyterian Church (USA), preferred.
- College degree preferred.
- Minimum two years' experience caring for young children in a Christian atmosphere.
- Current First Aid and CPR certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the ability to pick up nursery-aged children and to handle diapering. Walking to playgrounds and monitoring play on equipment are necessary components of the job. Talking and interacting with children in play, mostly on the floor, are also required.

The work environment is consistent with normal childcare situations, including outdoor playground times in varying weather. Exposure to communicable diseases is a factor.

ACKNOWLEDGEMENT AND AGREEMENT:

Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.