

Nursery Coordinator

Job Description



Job Summary

The Nursery Coordinator oversees the operation of the nursery, ensuring a safe, nurturing, and welcoming environment for young children during church services and events.

Duties/Responsibilities

The Nursery Coordinator is expected to fulfill the following duties and responsibilities:

- **Coordinate Nursery Coverage**
 - Ensure adequate staff coverage is in place for all times when childcare services are needed, including Sunday worship services, midweek programs, special events, and meetings.
 - Develop and maintain a staffing schedule that aligns with the needs of the church and the availability of nursery staff and volunteers.
 - Recruit and coordinate with parents, volunteers, and other staff members to fill any gaps in coverage and ensure a safe and nurturing environment for children at all times.
- **Provide Staff Training and Ensure Compliance**
 - Train nursery staff and volunteers in all applicable policies, procedures, and safety protocols related to childcare, including emergency procedures, child protection guidelines, and health and sanitation standards.
 - Provide ongoing support, supervision, and feedback to nursery staff to ensure they are equipped to fulfill their roles effectively and provide high-quality care for children.
 - Conduct regular training sessions and professional development opportunities to enhance the skills and knowledge of nursery staff and volunteers.
- **Create a Positive Culture**
 - Cultivate a positive and welcoming atmosphere within the nursery ministry, where parents feel confident and comfortable leaving their children in the care of nursery staff and volunteers.
 - Establish clear communication channels with parents, providing updates, feedback, and resources to support them in their parenting journey and involvement in church activities.
 - Foster relationships and build trust with families by demonstrating care, empathy, and responsiveness to their needs and concerns.

Duties and responsibilities may shift based on the needs of the church.

Qualifications

- Bachelor's degree in early childhood education, child development, or a related field (preferred).
- Previous experience in childcare management, nursery administration, or early childhood ministry.
- Knowledge of best practices in childcare, including safety standards, developmental milestones, and behavior management techniques.
- Strong leadership and organizational skills, with the ability to manage staff, schedules, and resources effectively.
- Excellent communication and interpersonal abilities, with the capacity to build rapport with children, parents, volunteers, and staff.

- Commitment to the values and teachings of the United Methodist Church, with a passion for creating a nurturing environment where children can grow in faith and feel loved and valued.
- Certification in CPR and first aid (preferred).

Values Alignment

The Nursery Coordinator is expected to behave in a manner consistent with the following staff values:

- Creativity: We are willing to swing big (and sometimes miss).
- Intentional Excellence: We know how to prioritize high-quality work.
- Respect: We consistently treat all people with dignity.
- Teamwork: We maintain a 'we over me' attitude.
- Professionalism: We commit to always doing our jobs well and on time.
- Honesty: We are willing to have and receive the awkward conversation with grace.
- Trust: We have each other's backs.
- Effective Communication: We share information with those that need it in a timely manner to reduce stress and increase staff support.
- Intentional Celebration of Staff Success: We are proactive in giving praise for things that went well.

The Nursery Coordinator is also expected to adhere to the policies and procedures set forth in the Staff Handbook.

Reports To

Director of Children's Ministry

Supervisory Responsibilities

The Nursery Coordinator has no direct supervisory responsibilities.

Classification

Non-Exempt

Part-time (10 hrs/week)