



Children's Ministry Nursery Coordinator

Task: To oversee the Nursery as part of the Children's Ministry Leadership Team. This position is a 2 person, shared position with responsibilities being divided per agreement of both parties and their supervisor.

Term: One year from beginning month

Supervisor: Children's Ministry Director

Responsibilities:

Children's Ministry Leadership Team commitment:

1. Attend regular team meetings
2. Help plan and participate in trainings and team events, i.e., approved safety policies,
3. Work with supervisor to identify and enlist qualified people to join volunteer nursery staff
4. Communicate to supervisor issues or concerns regarding nursery operations and volunteers
5. Evaluate approved safety policies and their application on an ongoing basis
6. Communicate regularly with staff and volunteers regarding policies, procedures and changes
7. Assist Children's Ministry Director in planning yearly banquet for all Children's Ministry volunteers

Supervise paid nursery staff:

1. Assist in interviewing and hiring nursery staff
2. Orient and train nursery staff
3. Maintain contact and oversee staff schedule

Supervise nursery volunteers:

1. Create and oversee volunteer schedules
2. Orient and train volunteers as necessary
3. Encourage participation in Children's Ministry trainings and team events
4. Express appreciation to the staff and volunteers
6. Ensure that all volunteers fill out Volunteer Application forms and turn them in to the Children's Ministry Director



Oversee Sunday morning:

1. Check in with nursery staff and volunteers on Sunday morning to ensure nursery readiness and overall safety of environment
2. Pray for or with staff and volunteers before service
3. Check on nursery at break and provide assistance as needed
4. Check in at end of service to assure clean-up duties have been completed, sign time card(s) and thank volunteers.
5. Be available to communicate with parents regarding questions, comments and concerns
6. Communicate with the supply coordinator regarding the purchase distribution and use of all necessary supplies (snacks and basic supplies, etc.) for nursery

