Crown of Glory Lutheran Church
Nursery Ministry Coordinator
Position Description

Purpose

The Nursery Coordinator leads the nursery ministry by providing for the physical and spiritual well being of the children (ages 6 weeks to 5 years) and begins building an emotional and spiritual foundation for the remainder of their Christian education.

Essential Job Functions

- Coordinate nursery and childcare opportunities for all worship services, special events, and as requested.
- Plan and implement age appropriate Christ-centered educational opportunities for nursery participants.
- Recruit, train, oversee, and schedule all nursery volunteers and workers. Keep a current list of nursery caregivers with names, addresses and phone numbers.
- Organize and ensure the cleanliness and safety of the nursery area and safety of the children.
- Develop, post and enforce nursery policies.
- With approval, purchase and maintain an adequate inventory of supplies, such as snacks, diapers, wipes, etc. Ensure the nursery is well stocked at all times.
- Routinely inspect and clean nursery equipment, toys and blankets. With approval, purchase and discard items as necessary.
- Keep an ongoing record of attendance.
- Participate in training opportunities.
- Adhere to all policies and attend all required meetings.

Qualification

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills and Gifts

- Demonstrates and professes faith in Jesus Christ.
- Demonstrates ability to interact and educate children.
- Self-starting and able to work independently.
- Team oriented, able to work with a team of volunteers and other staff.
- Displays organizational skills.
- Demonstrates patience in interacting with children.
- Excellent communication skills, both written and oral.
- Able to resolve problems efficiently and effectively while maintaining good relationships.

Education and/or Experience
College or post high school education or equivalent experience in working with children preferred.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers, reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds.

Reports to: Director of Children's Ministry

Additional Information
The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or members and guests. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

Acknowledgement
I have read this job description and fully understand the requirements set forth therein. I agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures.

_____ _____

Employee Signature Date