Nursery Coordinator

ACCOUNTABLE TO:
Preschool Director

POSITION IS:
7-10 hours/week

PURPOSE:
This role is also responsible for the oversight of nursery and programming for infants through four year olds.

QUALIFICATIONS:
- Minimum of 2 years of proven early elementary classroom experience.
- Knowledge, skills, and gifts: Must be adept at recruiting, training, and activating volunteers to service. Candidate must exhibit computer knowledge, experience and proficiency with Microsoft Office applications. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills.

PRIMARY DUTIES & RESPONSIBILITIES:

NURSERY 0 – AGE 4
1. Provide safe, attractive, creative, stimulating learning environments where nursery-aged children are safely cared for during Sunday morning, Wednesday night, and special event programming.
2. Responsible for all programming for 4’s and young 5’s during throughout the calendar year.
3. Recruit, train, and evaluate nursery lead attendants for each age group and recruit, screen, and train volunteer leaders to assist in nursery learning and care environments. Make sure that each area of supervision is adequately staffed for child safety and wellbeing. Maintain a list of volunteers who are willing to step in at a moment’s notice.
4. Partner with the Director for Kids Ministry to make a successful transition for those who will be attending Kindergarten in the Fall.
5. Integrate middle and high school students as leaders/apprentice leaders in nursery environments.
6. Maintain an efficient and safe system for receiving and releasing children to and from the children’s ministry area.
7. Conduct background checks and ensure that all volunteers have adequate Health and Safety Training.
8. Personally follow-up with new families of kids (ages 0-4).
9. Present a Baptism Legacy class prior to each scheduled infant baptism.

PERSONAL AND PROFESSIONAL GROWTH IN LEADERSHIP AND DISCIPLESHIP:
1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
2. Seek and develop a relationship with a personal mentor/accountability partner.
3. Develop personal evangelism opportunities within and outside of the church.
4. Fully engage in staff discipleship initiatives and conferences at the request of the Leadership Team. Participate in 3dm discipleship training (huddle) and reproduce the model with team leaders.
5. Pursue self-initiated professional growth through reading relevant materials and researching and attempting new strategies for reaching one’s target population in ministry.
6. Financially support the works of ministry of Centerpoint Church.
7. Maintain proper priorities in your personal life, setting appropriate boundaries as necessary.
OTHER RESPONSIBILITIES:
1. Abide by the Centerpoint Staff Covenant and Employee Handbook.
2. Demonstrate a willingness to submit to others out of reverence to Christ as stated in Ephesians 5:21.
3. Demonstrate a commitment to handling conflict biblically, following principles in Matthew 18.
4. Regularly communicate with staff, volunteers, and the congregation in written form.
5. Respond in a timely manner (within 24 hours) to ministry related electronic, telephone, or personal contact.
6. Punctually attend scheduled supervisory meetings and other meetings as requested.
7. Give full support to the general Operating Budget of Centerpoint Church and avoid soliciting or expending funds not previously authorized.

Approved by the Executive Team, ________________ 6.26.19