

## **NURSERY COORDINATOR**

### **Job Description**

**Reports to:** Director of Children's Ministries

**Effective:** March 1, 2025

**Directly Supervises:** None

**Status:** Up to 10 Hours/Week

**FSLA:** Not Exempt

**Position Summary:** The Nursery Coordinator is responsible for leading ministries with children from birth through preschool-age and their families to fulfill the congregation's overall mission to "cultivate faithful and fruitful disciples of Jesus Christ."

#### **Essential Tasks:**

- Coordinate and train nursery workers for Sunday mornings, special services, and events.
- Offer greetings, hospitality and a welcoming environment to children, families, and people of varying races, genders, sexual orientations, political, and socioeconomic statuses.
- Ensure that the curriculum is taught by leading, equipping, and empowering nursery workers and volunteers.
- Maintain the organization of the preschool curriculum.
- Identify, recruit, equip, and deploy lay members of the congregation for ministries with children.
- Help connect members and visitors to other ministry areas and church resources.
- Connect visitors with families with the Director of Children's Ministries.
- Collect, organize, and maintain emergency contact information and child records.
- Support and collaborate with the Director of Children's Ministries for weekly programming and events.
- Assist in communicating with the congregation ministries involving children and preschoolers through the church magazine and social media with pictures.

#### **Qualifications:**

- Previous nursery experience preferred
- Able to pass a background check and complete Safe Gatherings Certification (provided by Conway FUMC)