**NURSERY COORDINATOR JOB DESCRIPTION**

**POSITION: Nursery Coordinator**

**REPORTS TO:    Director of Children’s Ministries**

**STATUS:             10-12 hours a week**

**PURPOSE:**

The mission of Trinity Church is to partner with the Holy Spirit in helping people of all ages connect with God, others and the world. Each time an infant or child is baptized at Trinity, the congregation makes a promise to provide nurture and care for the child and their parents. The nursery helps the congregation provide Christian nurture and care.

**ROLE:**

To work with the Director of Children’s Ministry and the Children’s Ministry Team to cultivate a shared vision for nursery and how it connects to Trinity’s mission. The Nursery Coordinator will provide leadership by assisting parents in leading their child, according to God’s plan, into a personal, growing relationship with Jesus Christ.

**RESPONSIBILITIES:**

• Supervise the church nursery during Sunday worship services you are not attending (and, is available, other occasional special events and holiday services)

• Lesson preparation (story, games, crafts, songs, etc) and setup for the Kingdom Kids (2-3) Nursery

• Be at church at least 15 minutes before the first service starts

• Provide age appropriate supplies and equipment for the nursery rooms

• Maintain clean and safe nursery

• Develop procedures for safe and efficient use of the nursery

• Recruit and train nursery volunteers

• Organize nursery schedule and communicate the schedule to those it effects using Planning Center

• Manage weekly staff changes and substitutions

• Communicate procedures, expectations and developments of the nursery to parents

• Supervise the sign-in for parents and guests (this will not be required of you for all three services)

• Point person for people who would like to use the nursery for events

• Staff meetings are optional but not required

**QUALIFICATIONS**

• Authentic relationship with Jesus Christ

• Love and respect for people

• Sense of humor, humility, and positive attitude

• Team player with the rest of the staff and congregation

• Committed to the church’s vision, leadership, and people

• Dependable, responsible, and self-motivated

• Basic first aid skills