



**Kid Life**  
At Living Word

## Job Description

**Position:** Nursery & Base Camp Lead  
**Revised Date:** April 16, 2026  
**Reports To:** Managing Director, Kid Life  
**Employment Status:** Part-Time, Non-Exempt  
**Hourly Requirements:** 20 Hours Per Week  
**Location:** Living Word, Red Lion, PA (On-site)

### Position Summary:

The Nursery & Base Camp Lead provides leadership, and hands-on support for our nursery, Base Camp (care for children of serving parents), and other childcare efforts. This role ensures that every child experiences a safe, engaging, and Christ-centered environment while equipping volunteers to deliver exceptional care. This position partners with families and the Kid Life team to support early faith development and create a culture where children are known, loved, and nurtured.

### Key Responsibilities:

#### 1. Ministry Leadership and Environmental Excellence

- Provide leadership and oversight for the nursery and Base Camp environments, ensuring they are safe, clean, engaging, and welcoming.
- Design and implement developmentally appropriate routines and activities.
- Deliver consistent, high-quality care during weekend services, classes, and special events.
- Serves as the childcare assistant for targeted morning and evening classes.
- Ensure all policies, procedures, and safety standards are clearly communicated, understood, and consistently followed.
- Provide care and age-appropriate interaction during church services and events.
- Build meaningful relationships with families, offering support and encouragement in their child's spiritual journey.
- Maintain accurate and up-to-date registration forms, waivers, and attendance records.
- Oversee annual safety inspections (including playground equipment) and ensure compliance with all safety guidelines.
- Collaborate with Kid Life and other ministry leaders to align with Living Word's discipleship strategy.

#### 2. Volunteer Recruitment and Development

- Recruit, screen, onboard, and train volunteers and young leaders to serve in nursery and Base Camp.
- Develop and maintain effective volunteer schedules to ensure appropriate child-to-leader ratios.
- Foster a positive and encouraging team culture through consistent communication, appreciation, and feedback.
- Provide ongoing coaching, development, and training opportunities for volunteers.
- Ensure volunteers model Christlike care, professionalism, and adherence to safety protocols.

### **3. Operations and Administration**

- Prepare nursery and Base Camp environments weekly, ensuring readiness, cleanliness, and organization.
- Manage inventory and ordering of supplies to maintain excellent ministry environments.
- Oversee scheduling systems and adjust staffing as needed to meet ministry demands.
- Communicate regularly with volunteers, staff, and parents regarding updates, needs, and feedback.
- Assist in developing and managing nursery and Base Camp budgets with stewardship and accountability.

### **4. Team Collaboration and Church Engagement**

- Participate in staff meetings, Kid Life team meetings, and church-wide initiatives as needed.
- Collaborate with staff to ensure alignment with Living Word's mission, vision, and values.
- Support the Managing Director, Kid Life in executing ministry priorities and special initiatives.
- Contribute to a unified, team-oriented culture across all Living Word ministries.

### **Qualifications:**

- High school diploma or equivalent required.
- Experience caring for or teaching infants and toddlers preferred.
- Passion for early childhood development in a Christ-centered environment.
- Strong interpersonal and communication skills; able to connect well with children, parents, and volunteers.
- Proven ability to recruit, lead, and develop volunteer teams.
- Ability to work evenings and weekends, as required by ministry needs.
- Reliable, organized, and able to manage multiple responsibilities.
- Demonstrates flexibility, patience, and composure in a fast-paced, child-centered environment.
- Proficiency in Microsoft Office (Word, Excel, Teams and Outlook) and willing to learn church management system.
- Has professed faith in Christ and been baptized. Demonstrates a vibrant and growing relationship with Jesus Christ.
- Models Christlike character, integrity, and a heart for serving others.
- Fully aligned with and actively supports Living Word's beliefs, mission, vision, and values.

### **Working conditions:**

Work is primarily performed indoors. Role requires frequent standing, lifting children, bending, and interacting on the floor level. Subject to many interruptions and noise; must be able to respond calmly and quickly in emergencies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.