Crossroads
GLOBAL METHODIST CHURCH

NURSERY COORDINATOR
JOB DESCRIPTION

Job Summary: Effectively manages church nursery and childcare programs.

Reports to: Associate Pastor & Executive Director in Associate Pastor's Absence

Status: Part-time position

General Description: Oversee nursery staff and volunteers to provide excellent childcare to the families of Crossroads as parents and caregivers attend worship, grow groups, and other church events.

Essential Skills:

- Has a heart for God and a Christ-like character of love that aligns with Scripture.
- Is a self-starter who actively seeks out healthy ways to have an excellent, energetic program.
- Is highly relational and communicates well with parents, volunteers, the church body, and staff.
- Is able to teach and communicate with adults to provide training and support.
- Is a team player and can develop volunteers and staff for excellent care of children.
- Willing to learn and receive guidance from pastoral staff.
- Successful completion of background check required.
- CPR and First Aid certified.

Essential Tasks:

- Train, schedule and supervise all employees and volunteers in the nursery area.
- Implement and coordinate the Child Safety Policy and other ministries that secure the safety of children and infants entrusted to the nursery.
- Ensure all employees and volunteers in the nursery area who are 18+ have passed a background check.
- Recruit and train volunteers for serving in the nursery.
- Interview and train new employees.

- Care for children and infants entrusted to the nursery on Sundays and other times as scheduled and approved.
- Provide childcare for school-age children when needed for events outside Sunday morning.
- Be a resource for committees or groups needing childcare.
- Implement age-appropriate Bible lessons during childcare on Sunday mornings. The director may work with the Children's Ministry Director to coordinate lessons with Crossroads Kids.
- Communicate with parents about spiritual development of their nursery age children.
- Advocate for the needs of children and infants.
- Provide nursery care during VBS week.
- Coordinate baby blankets and gifts for new moms.
- Propose and manage an annual budget for the nursery area.
- Order supplies and furnishings for the nursery in accordance with the budget.
- Clean and care for current furnishings, toys, and bedding in the nursery.
- Share and coordinate classroom usage with Preschool Director and Children's Ministry Director.
- Implement and regularly update the Nursery Caregiver Handbook.
- Implement and regularly update the Parents' Handbook for the nursery.

Required Meetings:

- Staff meetings as scheduled and available to attend.
- Church Council meetings as requested.
- Other meetings as scheduled and pertinent for the job description.
- Annual training set up for all caregivers including First Aid & CPR.