



Nursery Coordinator JOB DESCRIPTION

Position Title:	Nursery Coordinator	Name:	
Department:	Discipleship	FLSA Status	Non-Exempt
WPC Classification:	Part-time Employee	Schedule	Average 2 Hours/Week; Sundays Required

PURPOSE: Ensure that the nursery is a secure, nurturing environment where each child will see, hear, and feel the love of God and parents can feel confident their child will receive the highest quality of care and ministry.

REPORTS TO:

- Coordinator for Children's Ministries

DIRECT REPORTS:

- None

RELATIONSHIPS:

- Engages and supports parents and families with infants and toddlers by creating a positive nursery experience for young children and their parents recognizing that the nursery is often the first place new members and visitors experience WPC.
- Works with pastoral staff, church staff, Children's committee, and volunteers.

ESSENTIAL FUNCTIONS:

- Create a warm, welcoming, and safe environment for WPC Congregation's youngest members, including understanding and demonstrating good health and safety practices for young children and volunteers.
- Maintain accurate records, including child/parent information forms and attendance records.
- Engage, train, and empower volunteers to help them to better serve children.
- Assist in other programs and activities as requested by pastors and program staff as necessary.

Note: Reference is made to the listing of Detailed Duties for this position.



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CORE COMPETENCIES:

- Understanding of child development stages, specifically birth through 3 years of age.
- Well-developed, effective communication skills, particularly in working with young children and parents.
- Willingness to enthusiastically support the Core Values of the Church.

WPC CORE VALUES:

- Welcoming
- Compassionate
- Inspiring
- Innovative
- Inclusive

***ALL STAFF must adhere to the *Standards of Ethical Conduct for Employees of the PC(USA)*. Such policies can be found at the following link: <https://www.pcusa.org/resource/standards-ethical-conduct/>**

QUALIFICATIONS:

- Bachelor's Degree in early childhood education or equivalent experience.
- Certifications in First Aid and Infant CPR.

SALARY RAGE:

\$18 to \$20 per hour

OTHER:

Employee will be subject to the appropriate policies and benefits set forth in the Personnel Handbook. The most current version can be found on-line in the church's shared drive at: [N:/Admin/Personnel/Personnel Handbook](#).