



REDEEMER PRESBYTERIAN CHURCH

Position: Nursery Coordinator

FLSA Status: Exempt

Band: 5

Department: Children's Ministry, East Side

Reports to: Children's Ministry Director, East Side

Hours worked: Part-Time, 20 Hours per week, work on Sundays

Date: July 31, 2018

Position Summary

The East Side Nursery Coordinator supervises and coordinates staffing, volunteers, programming and curriculum for all nursery services at Redeemer east side. This person will work alongside the Children's Ministry Director to lead a nursery ministry that is Gospel centered, age appropriate, and fits in with the overall vision of Redeemer Children's Ministry and Redeemer at large.

Job Description

Before Sunday Services

- Supervise the set up of the nursery check-in area on the 4th floor
- Lead staff meeting for all nursery staff
- Coordinate with operations to ensure all nursery classrooms are set up properly
- Greet all nursery volunteers and place them in appropriate classrooms
- Supervise the set up for the 9:15 Nursery

During Sunday Services

- Greet families and oversee 4th floor check-in area, and security
- Welcome new families and help set up check-in accounts for them
- Ensure all classrooms are properly staffed with nursery staff and volunteers
- Take attendance for all nursery classrooms

Midweek

- Oversee nursery volunteer scheduling and communication
- Oversee volunteer recruitment/interviews and screenings for nursery volunteers
- Oversee nursery parent volunteer recruitment
- Direct supervisor of all East Side Paid Childcare Staff
 - Oversee interview/hiring process
 - All communication/scheduling/personnel issues for Childcare staff
- Coordinate nursery programming
 - Class Schedules
 - Curriculum
 - Classroom Needs
 - 9:15 Nursery
- Work alongside the Children's Ministry Director to plan 2 nursery staff/volunteer trainings each year
- Updates and maintains nursery organizations for nursery classes
- Coordinate and plan two new parent events throughout the year



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- Coordinate childcare for Redeemer east side events and mom's groups.
- Work alongside Children's Ministry team to assist with children and family events throughout the year.

Qualifications

- a growing/mature Christian, deeply rooted in the gospel of grace
- aligned with the doctrinal orientation of Redeemer Presbyterian Church and its core values
- highly relational, outreach-oriented, and energetic
- prior ministry experience: teaching, pastoral care, small group leading, evangelism a plus
- excellent organizational and interpersonal skills
- availability on Sundays