



## **JOB DESCRIPTION**

**Position:** Children's Ministry Nursery Coordinator

**FLSA Status:** Exempt

**Band:** 5

**Department:** West Side Children's Ministry

**Reports to:** West Side Children's Ministry Director

**Date:** Jan. 2, 2019

**Hours worked:** 25+ including Sundays, The Sunday hours are from 8 a.m. to 1 p.m. and one Sunday evening a month from 4 p.m. to 7 p.m.

### **Position Summary**

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

### **Job Description**

- Coordinate all nursery programming including class schedules, curriculum, and classroom needs
- Oversee the hiring, management, and development of all nursery staff including interviewing potential staff, weekly staff meetings on Sundays, and conducting 1-2 staff evaluations per year
- Oversee the scheduling and management of all nursery volunteers
- Plan and lead 2 trainings for nursery staff and volunteers
- Coordinate childcare for Redeemer West Side events, mom's groups and West Side Dads
- Oversee all nursery set up and check-in on Sundays
- Welcome and connect families with nursery age children to RPC West and regularly strategize how to better support families and help them get connected to Redeemer Children's Ministry and the church at large
- Plan 1 community building event each year for families with nursery age children and work with class parents of nursery to coordinate other events

- Coordinate baptism packets and welcome letters to all families who are having a child baptized or who are new to the nursery ministry
- Manage maternity sermon subscriptions
- Participate in West Side all-staff team meetings and West Side CM team meetings
- Attend leadership Summits and trainings

### **Qualifications**

- Passion for Redeemer's vision to serve New York City
- Gospel-oriented heart to serve God, families and children in New York City
- Commitment to theology and traditions of reformed faith
- A proven team player with ability to adapt and thrive in a highly dynamic and complex organizational environment
- Strong problem solving and decision-making skills
- Ability to bring peace and biblical resolution to encounters marked by high emotions, expectations and demands of highly vested community members
- Excellent communication, customer service and interpersonal skills
- Strong project management and organizational skills
- Proficient in database management, multi channel electronic communications, GSuite, MS Office applications and internet navigation
- Minimum four year undergraduate degree
- 2+ years experience working with children in a ministry context