

Job Title: Nursery Coordinator  
Department: Children's Ministry  
Supervisor: Children's Minister  
Time Commitment: Part Time  
Principle Functions: Serve the church by coordinating and guiding the nursery ministry of First Baptist Church, providing consistent leadership and supervision of nursery workers and volunteers involved in this ministry.

#### REQUIREMENTS, DUTIES AND RESPONSIBILITIES:

1. Have an active and growing relationship with Jesus Christ and be a member of First Baptist Church.
2. Create and promote a positive Christ-centered work environment, viewing the position as not only a ministry to the families and children served but also as a ministry to the volunteers and paid workers.
3. Support the Children's Minister in her areas of ministry and regarding all policy and procedures.
4. Meet monthly and as needed with the Children's Minister concerning all events requiring nursery.
5. Be responsible for recruiting and hiring qualified nursery workers in consultation with the Children's Minister. When necessary, be responsible for terminating the employment of the same after consulting with the Children's Minister.
6. See that each nursery room is properly staffed for regular services on Sundays, Wednesday activities, and other special events or practices as needed. Be present at all scheduled events to supervise and monitor the work of all paid nursery workers and volunteers during these events.
7. Prepare monthly work schedules for all paid nursery workers and arrange for volunteers as needed. Recruit and keep an active list of volunteer and paid nursery substitutes.
8. Demonstrate a positive and friendly attitude with parents and children in your care and develop an effective working relationship with volunteers and paid nursery workers.
9. Monitor recorded work times of paid nursery workers for payroll, checking for accuracy
10. Arrange for bi-annual training of paid nursery workers on room procedures and policies, and arrange for CPR and AED training on odd numbered years for all paid nursery workers.

11. Assist in maintaining and enforcing safety procedures for the building and with check-in / check-out system. Monitor the Children's Building for safety concerns during all activities.
12. Ensure all rooms and kitchens are kept looking neat, clean, orderly and functional and in good working condition. Oversee sterilization of all equipment, toys, bedding, etc. on a weekly or as needed basis.
13. Prepare snacks, food, and drinks for nursery and preschool classes for Sunday School and worship service hours and during designated events.
14. Perform other duties as assigned.