

**First Baptist Church of Universal City
JOB DESCRIPTION**

Revised August 2015

TITLE: NURSERY COORDINATOR

PRINCIPAL FUNCTIONS:

The Nursery Coordinator will coordinate and supervise the Nursery and Extended Session ministries. Will work under the supervision of the Associate of Preschool Ministry to ensure the ministries are staffed and providing a teaching environment where preschoolers can learn about Jesus.

MINISTRY OVERVIEW:

Even very young children can learn about God. Infants as young as four to six months old respond to happy times at church. By nine months, infants who have received loving care from parents and caregivers that talk to them regularly about God often begin associating God and Jesus with good feelings. Church becomes an attractive place where children want to go. The nursery supplies this environment by providing for the physical well-being of the children and laying the emotional and spiritual foundation for the remainder of their Christian education.

TRAINING AND EXPERIENCE:

1. Previous experience as a nursery coordinator or assistant coordinator or at least 3 years of experience working with children.
2. Experience in scheduling staff and staff relations in a child management care environment.

PERSONAL CHARACTERISTICS:

The church expects that the Nursery Coordinator will be:

1. A dedicated Christian who sees her/his job as a means of serving Christ.
2. An active church member who is genuinely concerned about the total church program.
3. A good steward of time and possessions (i.e. a tither)
4. Congenial, positive in outlook, and emotionally and spiritually mature.
5. Able to keep confidences and be thoroughly loyal to the Pastor, Executive Pastor and other staff members.
6. Mature and dependable and have a love for children.
7. Possessing a congenial personality and able to relate well to parents and to those whom she/he supervises.
8. Level-headed in emergency situations.
9. A person who sets a good example for fellow workers, both in attitude and work ethic.

SPECIFIC NURSERY COORDINATOR DUTIES:

1. Supervise the work of the paid nursery workers for all regularly-scheduled church activities which normally require nursery care.
2. Be available to work during all other special activities of the church when the nursery is needed.
3. Responsible for scheduling and directing the work of the other paid nursery workers and keeping a record of their hours worked. She/he will appoint another worker to keep these records in her/his absence; however, on her/his return, she/he will check for accuracy those hours recorded during that absence.
4. Arrange for an adequate number of workers to ensure that children can be grouped appropriately.

5. Ensure that the following nursery guidelines and practices are enforced: See attached “Policies for Parents: Policies for Paid Nursery Employees”.
6. Conduct a monthly meeting for paid nursery workers as a time of information and training.
7. Work with the Associate of Preschool Ministry in securing needed supplies and equipment for the nurseries.
8. Address all questions and problems to the Associate of Preschool Ministry as quickly as possible.
9. Oversee all functions of the security system in the Grace building.
10. Evaluate the nursery staff on a bi-annual basis.
11. Conduct application interviews for paid nursery staff when the Associate of Preschool Ministry is not available. Will conduct all orientation interviews for paid nursery staff.
12. Work with the Associate of Preschool Ministry to update policies & procedures.
13. Meet monthly with the Preschool ministry team.
14. Assist the Associate of Preschool Ministry with annual Baby Dedication in May and November.
15. Coordinate discipleship opportunities for the paid nursery staff with the Associate of Preschool Ministry.
16. Maintain documentation for 30, 60 and 90 day evaluations.
17. Coordinate training of new employees with mentor during evaluation period.

SPECIFIC EXTENDED SESSION COORDINATOR DUTIES:

1. Evaluate, on a yearly basis, the Extended Session program and ensure the program operates to its fullest potential, aligning itself with the needs of the church. Such a program should motivate, mobilize, minister and maintain. Evaluate space, equipment and number of classes needed.
2. Staff the Extended Session (at least two teachers per classroom, with volunteer forms filled out and on file). Provide a schedule for all volunteers, reminder mailers, and phone calls if necessary.
3. Work with the Associate of Preschool Ministry and Preschool SS Division Director to enlist new volunteers; provide training and teaching materials and supplies.
4. Assign schedules, make schedule changes and find substitutes as needed.
5. Make available a copy of Extended Session procedures to each volunteer and substitute.
6. Provide budget input for Extended Session equipment and supplies.
7. Be available during Extended Session to assist parents, preschoolers, and teacher volunteers as needs arise.
8. Work with the Associate of Preschool Ministry to positively maintain the ministry by providing promotional strategies to motivate adult church members to assist in the Extended Session ministry, communicating with teacher volunteers, and to suggest expressions of appreciation for teacher volunteers.

CONDITIONS OF EMPLOYMENT:

1. The Nursery Coordinator is employed by the church through the Personnel Committee upon recommendations of the Associate of Preschool Ministry and the Executive Pastor.
2. The Coordinator serves under the supervision of the Associate of Preschool Ministry who is responsible for job performance evaluations based on this job description.
3. The salary is described in the church budget.
4. This is a non-exempt, part-time, hourly position for 23 hours per week.
5. Dismissal will be through the Personnel Committee upon the recommendation of the Associate of Preschool Ministry and the Executive Pastor.
6. The Coordinator should give two weeks notice when resigning.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date