HIGHLANDS CHURCH

Nursery and Childcare Coordinator

The Nursery and Childcare Coordinator provides leadership and logistical support to ensure safe, engaging and spiritually impactful environments for our youngest children and their families. This role focuses on nursery leadership, classroom readiness and childcare support. The Coordinator is organized, relational, proactive and passionate about equipping volunteers and families and creating a welcoming environment within Highlands.

Nursery Service Leadership

- Serve as the Nursery Service Leader during weekend/midweek services (stationed in the nursery prior to and following service)
- Distribute and organize name tags for volunteers before weekend/midweek services
- Ensure nursery rooms are properly set up before service start times (including setting up check-in iPads)
- Monitor room ratios and move volunteers as necessary to maintain safe coverage
- Provide support to nursery volunteers and troubleshoot issues as they arise
- Maintain Nursing Mom's rooms for Worship Center, ensuring that supplies are stocked and available
- Create a welcoming and organized Nursery environment
- Lead prayer huddles for the nursery volunteers
- Work alongside the Kids Ministry Team to create a loving environment for the children of Highlands Church

Childcare Coordination

- Coordinate childcare needs with ministry leaders for scheduled programs and events (Tuesday mornings, Wednesday evenings, special events)
- Ensure proper safety and sanitary procedures are implemented
- Monitor inventory needs and manage supply ordering as necessary
- Prepare check-in kiosks and materials for childcare volunteers/workers
- Assist with childcare registrations and related communications
- Recruit, train and supervise volunteers and hourly childcare staff
- Track childcare expenses/hours and communicate appropriately

Special Events

- Summer Childcare on Wednesday mornings
- VBX, Christmas, Easter
- Worship Nights Childcare (2-4X annually)
- Staff events (2-3X annually) where childcare will be needed

Knowledge, Skills & Abilities

- ➢ Strong organizational and administrative skills
- ➢ Ability to manage multiple tasks and deadlines simultaneously
- ➢ Relational and encouraging with volunteers and families
- ➢ Proactive problem-solver who can adjust quickly on busy ministry days
- ➢ Heart for children's spiritual growth and family discipleship
- ➢ Team player who thrives in a church ministry environment

Physical Requirements

- Ability to easily navigate Highlands campus and various off-site locations (i.e., various local meeting places, airports, mission trip locations, etc.)
- Extended periods of time sitting and standing are possible; along with the need to move some supplies or furniture/equipment, up to 20 pounds
- Regular presence at both weekday and weekend services (15-20 hours/week)
    - Flexible but includes: Tuesday mornings, Wednesday evenings, Sundays
    - Additional hours required during major events (VBX, camps, outreach events)

Spiritual Requirements

- Is a committed follower of Jesus Christ.
- Willing to become a member and attend Highlands Church, subsequently agreeing to Highlands':
    - Statement of Faith
    - Statement on Marriage and Sexuality
    - Highlands Bylaws, Article 7.5 – Church Discipline
- Abides by the policies and procedures of Highlands Church
- Strives to uphold the values of L.I.F.E.
    - Love: 1 Corinthians 13:4-8
    - Integrity: Hebrews 12:1-2
    - Fun: Ecclesiastes 2:24-25
    - Excellence: Colossians 3:23