

Vidalia Cornerstone Church

Nursery Coordinator

Status: Part-Time

Is under the direct supervision of the Senior Pastor and oversight of the Staff Parish Relations Committee

Position Summary:

The Nursery Coordinator provides loving, dependable, and organized leadership for our nursery ministry, serving infants through preschool-aged children. This person ensures a safe and welcoming, cheerful, clean, modern environment where our youngest attenders can experience the love of Christ and where parents feel confident leaving their children during worship and church activities. The ideal candidate will have a heart for children and families, strong communication skills, and the ability to manage volunteers with care and professionalism. The Nursery Coordinator will supervise a nursery staff that interacts with the children and lets them know they are loved and wanted.

Responsibilities:

- Coordinate and oversee all nursery operations during Sunday worship and other scheduled church events.
- Recruit, train, schedule, and support nursery volunteers and paid workers. (See attached “Vidalia Cornerstone Church Nursery Staff/Volunteer Responsibilities”.)
- Create and maintain a safe, clean, and nurturing environment that reflects the church’s mission and values.
- Advise all paid nursery workers that a criminal background check and drug screening are required and ensure these checks are accomplished in a reasonable period of time.
- Supervise both paid and volunteer workers.
- Ensure that the nursery is properly manned every Sunday morning and Wednesday evening as well as other times as requested by the SPRC and/or Pastor for church-sponsored events.
- **Enforce a minimum of two nursery workers in the nursery at all times. One worker should be available for crib babies and crawlers, with at least one other worker available for older children. In most cases, no fewer than three workers will be on hand in the nursery.**
- Ensure the guidelines of the Safe Sanctuary Policy are followed in all areas of the nursery.
- Assess the ongoing need for paid workers and the recruitment of trained volunteers.
- Maintain records to include:
 - Paid workers’ time sheets which are to be delivered to the Church office bi-weekly.
 - Volunteers utilized

- Cards / sheets on all children who are regulars. If it is a child's first visit, be sure to record the child's name, date of birth, parents' names and their address, emergency contacts, and other incidental information pertinent to the child.
- Coordinate check-in/check-out processes and maintain accurate attendance and incident records. Consider having people available in the entrance areas to meet and greet newer parents, and escort them to the nursery.
- Communicate regularly with parents, volunteers, and church staff to provide updates and address needs.
- Maintain the nursery by:
 - See that the proper toys, etc., are available. (There are funds budgeted for nursery needs.)
 - Keep the baby beds and other essential items clean and available for use.
 - Maintain proper disposal containers for diapers and trash.
 - Sanitize toys and surfaces properly.
- Meet regularly to keep the Pastor informed as to the progress and development of the nursery program, bring to the Pastor's attention any needs concerning the nursery, personnel, equipment, etc.
- Attend staff meetings when possible.
- Attend Administrative Council meetings to report on the nursery. If unable to attend, provide a written report to the Chair prior to the meeting.
- Cell phone usage should be kept to a minimum while on duty in the nursery and used only for emergencies.
- Perform other duties as assigned by the Senior Pastor under the oversight of SPRC.

Qualifications:

- A growing personal relationship with Jesus Christ and a commitment to the mission of Vidalia Cornerstone Church.
- Be committed to live a Christ-centered life exemplified by the highest moral character and ethical behavior.
- Experience caring for or teaching young children (church or childcare setting preferred).
- Strong organizational and interpersonal skills; able to manage schedules and lead volunteers effectively.
- Dependable, punctual, and able to maintain confidentiality and professionalism.
- Must complete have on a file a criminal background check and drug screening.
- Have and maintain a current American Heart Association CPR training for infants and children..

In consideration of this position of Vidalia Cornerstone Church Nursery Coordinator,
I have received, read, and agree to the information provided in this job
description as well as to Vidalia Cornerstone Church's Bylaws and Statement of
Faith. I understand the responsibilities, duties, and requirements.

Signature: _____

Received this _____ day of _____, 20____.