



Nursery / Toddler Coordinator

(Draft: 2026.06.22)

Overview

The Nursery/Toddler Coordinator is a part-time salaried position responsible for providing leadership and general oversight for the Peoples Church Nursery–Toddler Ministry. This individual will recruit and support volunteers, collaborate with the KidMin Director in carrying out the vision and direction of the ministry, and serve as a liaison with families. The ideal candidate will be organized, love babies and young children, value cleanliness and safety, and be able to anticipate the needs of young children and new mothers/families.

Roles & Responsibilities

- Assist Kid Min Director with nursery & toddler volunteers' schedules for each service, primarily helping to coordinate substitutes each week.
- Prep toddler curriculum and craft on an ongoing basis.
- Recruit and train volunteers to serve in the nursery.
- Organize the nursery and ensure its cleanliness and safety.
 - Schedule & recruit volunteers to help with seasonal cleanings 2-3x annually
- Participate in Nursery-Toddler meetings and training opportunities.
- Maintain and uphold the church's child protection and safety policies.
- Serve as a positive and welcoming connection point for nursery families.

Personal Qualifications

- Demonstrates Christian character and servant leadership.
- Displays a deep and growing love for Jesus Christ and His Church.
- Possesses strong organizational skills and the ability to lead and manage volunteers effectively.
- Demonstrates a strong work ethic, personal integrity, and the ability to collaborate well with church staff and ministry teams.
- Must be able to successfully complete a criminal background check.

Hours & Compensation

Hours: Approximately 4 hours per week

- **Sunday (on-site):** 9:00–11:00 a.m.
- **Weekday (flexible):** Approximately 2 additional hours

Compensation: \$20/hour

Reporting Structure

This ministry staff position reports directly to the KidMin Director.

Candidates must be members of Peoples Church or eligible to pursue membership.