



**Job Title: Nursery Coordinator**

**Date: December 2023**

**Reports To: Kids Coordinator**

**Status: Part Time**

**FLSA: Hourly Non-Exempt.**

### **Job Summary**

The Nursery Coordinator is responsible for overseeing and providing event childcare i.e. Rooted, Palm Sunday Choir rehearsals etc. Will provide backup for Sunday morning as needed.

### **Essential Job Function:**

1. Recruit, develop, schedule and lead staff that supports all event Kids nursery environments.
2. Develop and provide regular kids faith education and activities.
3. Facilitate and coordinate communication with parents and staff on kids' educational faith offerings.
4. Provide backup support for Sunday nursery as needed.
5. Provide support to the Faith Formation Team in preparing for various kids and student programs and ministries.

### **Knowledge, Skills and Abilities:**

- Knowledge of fundamental Lutheran beliefs.
- Knowledge of basic teaching principles.
- Strong verbal communication skills.
- Skill in developing effective interpersonal relationships with children, families and staff.
- Excellent organizational and time management skills.
- Ability to learn principles of effective kids' nursery.
- Ability to recruit, train and support staff.
- Ability to work effectively in teams.
- Ability to demonstrate vision and passion for serving children and families and helping them grow in their faith.

### **Education and Experience:**

Must have a minimum of three (3) years in a position that utilizes effective teaching and communication skills with children. Must have an active church membership.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.*

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*Employee Signature*

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*Date*

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*Administrative Signature*

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*Date*