**position summary**

The Nursery Coordinator (10 hours per week) ensures the nursery is a secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and parents can feel confident their child will receive the highest quality of care and ministry. Nursery Coordinator is present when needed in the nursery for Wednesday evening worship and programming time and during Saturday evening and Sunday morning worship. Nursery Coordinator is responsible for scheduling volunteers to work in the church nursery on Living Water Wednesdays, Saturday evening and Sunday morning worship services.

**DUTIES and RESPONSIBILITIES**

1. Recruits volunteers to serve in the nursery during activities on Living Water Wednesdays, Sunday morning worship, and during other church-related events, as requested.
2. Oversees the nursery department, ensuring that established safety policies and procedures are followed; keeps rooms looking neat, clean, sanitized, and washes any soiled linens.
3. Takes attendance at each session and submits to Director of Youth & Family Ministries for on-going family care and support.
4. Establishes a reliable system of receiving and releasing children to their parent(s)/guardian(s) during Nursery hours.

**POSITION EXPECTATIONS**

1. Supports the Pastor and Director of Youth and Family Ministries regarding the ministries of Bethesda, its various programs and church policies.
2. Maintains current certification in CPR and First Aid, including AED training.
3. Develops a good relationship with volunteers.
4. Ensures background check information is completed by each volunteer and submitted to Director of Youth and Family Ministries for processing.
5. Communicates proactively with Director of Youth and Family Ministries with questions or concerns.
6. Wears identification name tag provided by Bethesda Lutheran Church.

**INTERACTIONS:**

Nursery Coordinator interacts directly with Director of Youth & Families, as well as Pastor(s) and other Bethesda staff members. Nursery Coordinator interacts primarily with infants and toddlers, as well as their parents and siblings. In addition, there will be many and varied interactions with Bethesda members and friends of all ages during worship services and other worship-related activities.

**PROBLEM SOLVING / DECISION MAKING:**

Exercising discretion and maintaining confidences are a must when working with young children. This position requires the ability to make plans, set up schedules in advance, adjust to new information/changes, and deadlines. Skill set includes organizing and tracking a variety of tasks, completing tasks in a timely manner, and following a set of standard operating procedures for the nursery.

**EQUIPMENT / MATERIAL / PROPERTY / WORK ENVIRONMENT:**

This position is a combination of office environment (sitting at a desk with a computer, using a keyboard, printer and copier) and a nursery/child care environment (feeding infants, changing diapers, toys, books, blankets, etc.).

**MENTAL and PHYSICAL DEMANDS:**

This position requires multi-tasking and the ability to deal with multiple interruptions. The Nursery Coordinator will be sitting, standing, bending, carrying children up to 30 lbs. S/he may be required to sit on the floor with small children, playing with toys, puzzles, etc. This position requires ability to take immediate action and follow protocol in the event of an injury or accident.

**SUPERVISORY RESPONSIBILITY:**

The Nursery Coordinator recruits volunteers to assist in the nursery during worship times and Living Water Wednesdays. In addition, this position provides extensive support and mentoring to nursery volunteers.

**QUALIFICATIONS:**

Ability to work with, manage and coordinate individuals and a variety of schedules.

Ability to work well with others and participate collegially with staff members, pastors, and congregational leaders.

Experience with infants and small children.

Experience with scheduling is preferred.

Ability to be organized and ensure accurate records regarding the nursery and its volunteers.

New June 2018