

**Position Description:** Nursery Coordinator

**Reports to:** Children's Ministry Leadership

**Location:** Silverdale, Washington

**Position Summary:** The purpose of the position of Nursery Coordinator is to provide an atmosphere that welcomes all families and seeks to help them feel comfortable in leaving their children under our care. The Nursery Coordinator will coordinate all Nursery functions for the following: Saturday PM services, Sunday AM services, Sunday Body Life Nights, Wednesday evening (Awana/Choir) and work in conjunction with team for special all-church functions (i.e. conferences, concerts, seminars, etc.).

**Working Relationships:**

This position will directly report to the Children's Ministry Leadership, but will be secondarily accountable to the Operations Director and a member of the administrative team and KidQuest Leadership Team.

**Responsibilities:**

- To oversee and coordinate entire Nursery ministry and use.
- Maintain warmth in the Nursery. Seek to make all people feel welcome. Seek to help parents feel secure about leaving their children under our care.
- Develop, post and enforce nursery policies/procedures working with Children's Ministry Leadership.
- Attend or provide trained experienced supervision for all church functions that require childcare.
- Recruit and train all Nursery volunteers; being responsible to find replacements when necessary.
- Seek to ensure all volunteers have completed necessary paperwork.
- Maintain and distribute the monthly Nursery schedule.
- Provide captains with a list of volunteers (by service) for each service.
- Contact all Nursery volunteers prior to their week of service, confirming their attendance.
- Maintain the volunteer schedule for all-church functions that require Nursery support.
- Develop and oversee Nursery budget and expenditures.
- Investigate all complaints and concerns. Document and report any serious matters to the Children's Ministry Leadership.
- Handle Nursery Use Request Forms forwarded from church office by coordinating with groups (SBC and non-SBC, i.e. weddings, funerals, youth, choir, ladies' ministries, etc.) that use nursery facilities for preparation and clean-up.
- Parents/Families:
  - Follow-up phone calls to:
    - Visitors: after three or four weeks of attendance (welcome, enrollment of child, answer questions about nursery)
    - Parents of new enrolled children (answer questions about Nursery, give information about SBC, encourage to connect)
    - Absent children: after two or three weeks of absence (for members and regular attendees), show concern about absence, offer help if appropriate, coordinate help from other ministries if necessary, or give information of other SBC resources.

**Expectation the Church has of this person:**

- The Nursery Coordinator should provide a warm and caring environment where people feel blessed when they leave their children under our care.
- The Nursery Coordinator should provide a Christ-centered, caring, clean and healthy environment for the ministry to children.
- Communicate consistently with staff and pastors, attending staff and admin team meetings.

**Measurability:**

- Perform all components of the job description.
- Handle all families, children and volunteers with gentleness and support.
- Diffuse all problems in a Christ-like manner.
- Maintain proper control of fiscal budget.
- Maintain cleanliness, good repair and professionalism in the Nursery facility.

**Qualifications:**

- Be a Christian with a kind heart that shows compassion/concern for volunteers, parents and children.
- Bachelors Degree In one of the following areas: Christian Education or Early Childhood Education (Preferred).
- Three (3) years experience in operation of church nursery or daycare facility preferred.
- Basic computer skills: Windows Suite, Servant Keeper (able to train).
- Excellent interpersonal and communication skills.
- Leadership and organizational skills: Ability to delegate and provide input and direction to Nursery Team (when applicable).
- Highly motivated, responsible, self-starter, possess a positive attitude and willingness to apply hands-on (cleaning laundry and shopping) when applicable.
- Be a team player.

**Candidates for this position should be able to state:**

- The overall mission and core values of Silverdale Baptist Church.
- A vision for the Nursery ministry.
- How the Nursery ministry collaborates and supports the overall church mission.

**Salary & Expected Hours:**

- Status: Salary: \$1,000.00 / Month
- Hours: Approximately 80 per month