

JOB DESCRIPTION

Position Title	Nursery Coordinator (Infant/Walker)
Position Reports to:	Early Childhood Team Leader
Department:	Children's Ministry
Schedule (may vary)	Up to 10 hours a week
Hourly rate	\$19/hour

General Description

The Nursery Coordinator plans, organizes, and oversees the infant and walker rooms during Sunday services, creating a safe, nurturing environment where our youngest children experience God's love through consistent care, relationships, and age-appropriate spiritual formation.

The mission of children's weekend ministry is to "Make the most of every opportunity to shape the future, by harnessing best practices to create weekend service environments where kids encounter Jesus and are formed in His ways, one weekend after another."

The ideal candidate has a background in children's ministry or early childhood care and is energized by nurturing the spiritual lives of infants and toddlers. The role requires strong organizational and relational skills and the ability to recruit, equip, and lead volunteers while building trust with families.

Specific Duties and Responsibilities

- Oversee both nursery rooms on Sunday mornings, from setup through final pickup and cleanup. Rotate between rooms to support volunteers and ensure appropriate coverage.
- Prepare each week's Bible story for walkers using the curriculum schedule and an age-appropriate oral storytelling approach. Use simple language, repetition, visual aids, and brief opportunities for retelling and wondering as developmentally appropriate. Training will be provided.
- Provide simple opportunities for prayer, worship, play, and connection that support early spiritual formation. Help volunteers model God's love through responsive care for infants and toddlers.
- Recruit, onboard, train, and encourage a strong volunteer team. Maintain weekly schedules, arrange substitutes, record attendance, and follow up on unplanned volunteer absences within 24 hours.
- Communicate regularly with volunteers so they understand their roles, the weekly plan, classroom routines, and safety procedures. Pray with the team before services and debrief afterward.
- Welcome families at drop-off and pickup, exchange relevant care information, and respond kindly and calmly to questions or concerns.
- Ensure safety and security through church procedures, appropriate supervision, and check-in and checkout practices. Follow nursery procedures for hygiene, diapering, feeding, allergies, and illness, and communicate concerns promptly.
- Keep both rooms stocked with appropriate supplies and toys within the available budget. Ensure rooms, toys, and care areas are cleaned and put away after services.
- Meet weekly with the Early Childhood Team Leader, attend Sunday team meetings, and email a brief Monday reflection summarizing encouragements, challenges, and support needs.
- Attend Children's Ministry staff training and other agreed meetings to develop skills and understanding of spiritual formation in early childhood.
- Assist with the annual Harvest Party and two Christmas Eve services, with hours coordinated with the team leader.
- Perform other duties as assigned within the role and agreed hours.

Knowledge and Skills Required for the Job

- Understanding of infant and toddler development, early childhood spiritual formation, and developmentally appropriate care. Early childhood education credits are highly desirable.
- Ability to recruit, organize, train, and support volunteers across two rooms.
- Ability to create calm routines, respond sensitively to separation distress, and set warm, consistent boundaries appropriate for very young children.
- Understanding of the Bible's overarching story and ability to share biblical truths simply with toddlers. Experience with oral storytelling is helpful; training will be provided.
- Basic computer skills for scheduling, email, and ministry communication.
- Ability to build positive relationships with children, parents, and volunteers and manage several needs at once.

Personal Relations

- Maintain a personal relationship with Jesus Christ and align with the mission and vision of North Coast Calvary Chapel.
- Participate in personal Bible study and prayer and worship regularly with the North Coast Calvary Chapel church family.
- Welcome feedback, reflect on classroom experiences, and look for ways to improve care and ministry practices.
- Remain calm, kind, and resourceful when plans change or challenges arise.
- Be dependable, organized, proactive, and willing to support the wider Children's Ministry team.
- Have a heart for young children and the ability to encourage others to serve alongside you.
- Be at least 18 years old and a high school graduate.

Work Environment

- Sunday mornings involve infants, toddlers, families, and volunteers with a range of needs. Complete preparation in advance so you can be available to families and support the team.
- The nursery can be noisy, including crying children, and requires attention to several care needs and questions at once. At times, children may become ill or injured and need an appropriate response.
- Weekday work includes preparation, volunteer communication, scheduling, and meetings. Work that does not require being on campus may be completed remotely as agreed with the team leader.

Schedule Requirements

- Up to 15 hours per week, including approximately 6 hours for Sunday services, setup, cleanup, and the post-service team meeting.
- Arrive one hour before services to prepare the rooms and join the Children's Ministry staff prayer and meeting. Remain until children are collected, rooms are put away, and the Sunday Early Childhood Team Meeting is complete (currently 12:30–1:00 p.m.).
- Attend a weekly one-on-one meeting with the Early Childhood Team Leader at an agreed time. Coordinate remaining weekday hours and special-event hours within the weekly allocation.

Physical Requirements

- Ability to lift and carry children and nursery items weighing 30 pounds or more, with occasional extended periods of holding children.
- Repeated lifting, bending, standing, and moving safely through rooms containing toys and equipment.
- Ability to communicate with children, families, and volunteers and read and write English.
- Use a computer and telephone for scheduling, calls, email, and text messages.