



HOUSE OF HOPE  
PRESBYTERIAN CHURCH

**Position Description**

**Job Title:** Nursery Coordinator  
**Reports To:** Director of Children and Family Ministry  
**FLSA Status:** Exempt  
**Part Time (8:30 a.m. – 12:30 p.m. on Sundays with occasional additional hours)**  
**Date of Last Revision:** August 2024

**Mission:**

The Nursery Coordinator also serves as a Lead Nursery Caregiver. Fulfilling House of Hope's baptismal promise, we strive to nurture and support our children throughout their Christian faith journey. Through a variety of ministry offerings, we aspire to share God's love by creating nurturing, clean, and age-appropriate environments for children in early childhood (birth – 5 years).

**Purpose:**

The purpose of this position is to coordinate and support House of Hope's ministry for early childhood families, staff, and volunteers.

**Nursery Coordinator Responsibilities**

- Manage nursery staff schedules.
- Approve and submit nursery staff timecards to Human Resources monthly according to processing schedule.
- Work with the Director of Children and Family Ministry to support and enact a shared vision for the Children and Family Ministry.
- Partner with the Director of Children and Family Ministry to ensure all policies related to children are followed.
- Schedule, train, and supervise nursery staff and volunteers, in partnership with the Director of Children and Family Ministry as needed. This includes training staff on safety policies and duties (i.e. cleaning procedures, diapering, serving snacks, identifying age-appropriate stories and activities, etc.).
- Assist the Director of Children and Family Ministry in preparing an annual budget for nursery programming.
- Manage supply lists for nursery programs and events.
- Facilitate weekly cleaning and sanitizing of toys and equipment, laundering nursery bedding (sheets, receiving blankets, etc.) as needed. Organize and supervise a summer "deep clean" of the nursery and Sunday school rooms, and supervise nursery staff when cleaning the supply room.

## Lead Nursery Caregiver Responsibilities

- Welcome children, families, staff, and volunteers to the nursery ministry.
- Manage sign-in/out system and parent “paging” (texting) system.
- Prepare for weekly Sunday morning programming (i.e. prep snack, art, story, etc.).
- Provide age-appropriate care, including feedings (allergy awareness), diapering/bathroom assistance, interacting with children through play, stories, art, and music.
- Supervise volunteer or staff assistants in the nursery room. Directly assist areas where extra support is needed.
- Straighten up the room prior to leaving: appropriately dispose of diapering items and broken toys/equipment, sanitize and put away toys, sanitize surfaces, report any broken toys/equipment or depleted supplies to the Nursery Coordinator.

## Qualifications:

- Possess the following qualities: outgoing personality, adaptability, enthusiasm, a sense of humor, patience, and self-control.
- Commitment to early childhood families and strong relationship-building skills.
- Experience working with early childhood families. *Early Childhood Education degree or training preferred.*
- The ability to work independently, as well as in a team setting, accepting supervision and guidance to fulfill the duties and responsibilities of this position.
- Experience training and nurturing early childhood caregivers.
- Attention to detail in recording certifications, schedules, timesheets, and supply lists.
- Excellent communication skills.
- Commitment to upholding House of Hope’s children and youth policies, maintaining safe, role-respecting boundaries with congregants.
- Willingness to obtain and maintain a Child & Adult CPR and First Aid Certification.
- Must be at least 18 years old.