



Position: Children's Ministry Nursery Coordinator

Classification: Part Time / Campus Specific

Reports to: Campus Pastor & Children's Ministry Director

Qualifications:

- An evident heart and love for God and His church
- Membership at Church of the Open Door (or willing to become a member)
- A heart to see our church reach its full potential as we seek to help children and families discover life change through Jesus.
- The ability to care for newborns, infants, and toddlers.
- The ability to recruit, manage and encourage volunteers.
- The ability to clean and organize with an eye towards safety.
- The ability to interact with parents and extended families.
- The ability to use technology and web-based data management systems.
- Experience in early childhood and/or church related children's ministry preferred.

Anticipated Work Time: Up to 15 hours per week

Job Summary:

The Nursery Coordinator is responsible for nursery and early childhood programming, resources, and supplies. This person will care for newborns, infants, and toddlers; recruit, train, and manage volunteers; and act as a liaison for the Campus Pastor and Children's Ministry Director with the families who engage in nursery programming. This role must support other children's ministry staff in the fulfillment of the overall vision of Children's Ministry at COD.

Description of Responsibilities:

1. Be present for duration of children's programming on Sunday and midweek service times.
2. Recruit, train, and schedule of volunteer nursery staff sufficient for program needs.
3. Organize and disseminate supplies and resources.
4. Update and maintain database for campus children's ministry and check-in.
5. Coordinate with Campus Pastor and Children's Ministry Director regarding welcome procedures and new visitor follow-up.
6. Implement Children & Family Ministries policies and procedures.
7. Organize, sort, and clean nurseries to return them to a ready state for upcoming services.
8. Complete weekly laundry for nurseries.
9. Attend regularly scheduled department and campus staff meetings, if asked.
10. Other duties as assigned.

These duties and responsibilities are **not intended to be all-inclusive** but represent the core expectations for this role.