



COLONIAL CHURCH

A PLACE TO GROW IN CHRIST  
AND SERVE THE WORLD

**Position:** Nursery Coordinator

**Reports to:** Children's Associate

**Classification:** Part-Time: 10 hours a week, non-exempt

**Role:** The Nursery Coordinator will cultivate an environment of safety, belonging, and fun for children birth-age 2. This individual will also recruit and train volunteers and staff members who care for the youngest in the church community to ensure that they are well cared for while care-givers attend worship gatherings or events.

**Responsibilities:**

*Program Management*

1. Provide age appropriate supplies and equipment for nursery rooms.
2. Maintain a clean and safe nursery environment.
3. Develop procedures for safe and efficient use of the nursery spaces.
4. Collaborate as a member of the broader team to set strategy that aligns with greater vision.
5. Organize nursery schedule: Manage weekly staff changes and substitutions.
6. Create an environment both visually and relationally that supports early childhood development strategy, social emotional learning, and strong cultural competency.

*Family Ministry*

1. Cultivate a relationship with all care-givers in the program.
2. Communicate effectively and efficiently all policies, procedures or issues.
3. Maintain a list of resources for helping parents raise their young children.
4. Participate in Children's Ministry Milestone events and other family ministry efforts as needed.

**Essential skills and experience**

- Demonstrated commitment to Christian faith and the mission and values of Colonial Church
- Commitment to intentional spiritual, professional, and personal growth.
- Education: Degree preferably in education, children's ministry or related field
- At least 1 year of experience in a similar role
- Effective interpersonal, communication, and community building skills
- Ability to develop a team
- Technology proficiency
- Strong attention to detail