

Christ Church
Kids Ministry Nursery-Preschool/Childcare Coordinator
Nursery-Preschool Ministry, Childcare and Events
Job Description

Department: Kids Ministry
Reports to: Kids Ministry Director
Work Hours: 20-29 Hours per Week

Position Overview

The Kids Ministry Nursery-Preschool/Childcare Coordinator is responsible for overseeing the nursery-preschool ministry and childcare for small groups/events to ensure a smoothly operating, safe and effective program and address the needs of children. The coordinator will recruit and train childcare workers/volunteers who will touch children's lives with God's love, teach them God's Word and provide a nurturing environment that lays a foundation encouraging all children and families in the congregation to grow in faith as Christian disciples. The coordinator will plan nursery-preschool curriculum, age specific events and ministry wide events, working closely with the Kids Ministry Director and Kids Ministry Team to ensure that the ministry is running smoothly and that the purpose of the ministry is being fulfilled.

Responsibilities:

- Supervise & coordinate a staff of 30+ nursery workers
- Schedule childcare workers for all church events or weekly programs that require childcare in Childcare team scheduling app.
- Recruit, interview, hire, and train childcare workers and Sunday School volunteers.
- Train staff to provide an exemplary level of care and instruction – coordinate and implement regular trainings on Safe Sanctuary policies, emergency protocols, strategies for teaching children about God and Jesus, special needs strategies for children, plus team building and working well with others.
- Schedule CPR certification training for childcare workers with a certified trainer, multiple times a year. Communicate and coordinate sign-ups for these trainings
- Maintain a consistent presence for parents and caregivers on Sunday mornings and Wednesday nights
- Communicate with parents regarding any issues with children in a positive and encouraging way.
- Ensure that all shifts are covered, recruiting replacements or volunteers if needed to fill holes.
- Communicate regularly with the childcare team with clear expectations and procedures for shifts.
- Review and approve timecards for childcare team
- Work with Kids Ministry Director to oversee and evaluate budget
- Keep nursery and preschool rooms equipped with necessary supplies (snacks, cleaning supplies, toys, etc.), ensuring that the rooms are clean, organized and full of age -appropriate supplies and activities.
- Keep all toys and equipment clean and in working order
- Plan and prepare materials for nursery-preschool curriculum/activities on Sunday mornings and Wednesday nights

- Plan and prepare weekly activities for staff childcare to make that environment in the afternoons dynamic, enriching and fun.
- Plan and prepare any materials needed for additional childcare when necessary
- Be present in nursery on Sunday mornings and Wednesday nights to oversee things, or make sure supervision is covered.
- Plan worker and volunteer appreciation efforts at least twice a semester.
- Organize and attend Nursery/Preschool specific events (includes planning activities/devotionals, communicating with parents, recruiting volunteers, etc) – About 2 per semester
- Work with Kids Ministry Team to plan ministry wide events which includes organization, set-up, volunteer recruitment and execution of the key annual events (Fall Festival, PJ's and Pancakes, Father Daughter Tea Party, Easter Event, Volunteer trainings/appreciation events and summer events)
- Help Recruit VBS volunteers for Pre School stations and crews
- Communicate with Preschool and Nursery VBS volunteers
- Plan and coordinate nursery and pre-school activities for Vacation Bible School (curriculum modifications, supplies, schedule nursery workers, recruit and manage volunteers, decorating, training volunteers, communicating with parents, etc.)
- Work with the team to develop and implement ideas to engage whole families and provide parental resources in home for faith development for children (events, meetings, workshops, email campaigns, social media, etc)
- Attend Kids Parent Council meetings
- Attend all volunteer trainings
- Help maintain organization of the Kids Ministry Work Room and storage closets
- Provide input into the growth and development of Christ Kids programs

Spiritual Gifts and Qualifications Needed for the Job

- Clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him
- Passion for ministry with children and deep commitment to faith formation of children
- Experience working with children and their parents in a Kids Ministry or educational setting
- Knowledge of child development and understand the importance of providing a safe and nurturing environment for children.
- Requires a high level of initiative and the ability to work independently, performing duties with minimal supervision
- Gifted in the areas of teaching, creativity and curriculum preparation
- Ability to anticipate needs, to be highly organized, pay attention to detail, multi-task and be a good time manager
- Excellent communication skills with people of all ages
- Ability to train, motivate and work well with college students and adults
- Proficient in the use of Microsoft Office, Word, PowerPoint, Excel & Outlook
- Comfortable learning new technologies – scheduling/communication apps, curriculum platforms, etc.
- A member of Christ Church, or becoming a member.

***The descriptions above are intended to describe the general nature and level of work being performed. They are not an exhaustive list of all responsibilities, duties and skills required. These are subject to change determined by the Kids Ministry team as a whole.