

JOB DESCRIPTION

Job Title: Nursery Coordinator
Hours: 8 Hours per Week
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina
Date Revised: August 2020

Ministry Summary

Consistent with all other positions at Christ Church, the goal of this position is to “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Nursery Coordinator, by recruiting and training skilled nursery workers and creating and implementing policies and procedures, ensures the physical and emotional safety and spiritual growth of babies, toddlers, and children using nursery services while creating a welcoming and hospitable environment for children, parents and new families.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

Essential Job Functions and Primary Responsibilities

1. Recruit, Train, Schedule and Supervise Nursery workers
2. Attend Children’s Ministry Council meetings and stay current with staff meeting minutes and announcements.
3. Welcome parents and children into the nursery in a way which creates an environment of loving care, safety, and hospitality.
4. Maintain an accurate database of children and parent contact information and add new babies to nursery roster.
5. Ensure children are in a safe, professional, and clean learning and play environment.
6. Purchase items needed for the nursery.
7. Perform other duties as assigned by the rector or his designee.

The Nursery Coordinator’s duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.

Reporting Relationship

This position reports to the Director of Children’s Ministry.

Other Key Relationships

Internal: Rector, Faith Development team, Church Staff, Vestry, Parishioners, and Christ Church Preschool faculty. This position supervises the Nursery Workers.

External: DSS and FORMA

Required Competencies

- Must be a Christian, willing to teach Christian principles of love
- Computer literate with knowledge of MS Office and the ability to learn new software quickly
- Must pass background and drug screening
- Must obtain Safeguarding God's People certification

Required Minimum Education and Experience

- Bachelor's Degree
- Experience in teaching and/or children's formation

Personal Qualities

- Lives out his/her faith and actively seeks growth opportunities
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Creatively envisions new ministries and new possibilities for existing ministries
- Seeks continuous improvement of self and the ministry
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Lives into the Church's Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
- Excels at operating in a fast-paced, diverse community environment
- Open to direction and commitment to task completion
- High comfort level working in a fluid environment

If interested, applicants may also inquire about combining this position with a Preschool Late Stay position and/or a Preschool Substitute Teacher position.

To apply for a position, send resume and cover letter to rcuddy@ccgsc.org. For additional information, please call the Parish House at 864.271.8773.