

Sunday Nursery and Toddler Coordinator

Job Description

Job Title: Sunday Nursery and Toddler Care Coordinator

Status: Part-Time (3 hours per week)

FLSA: Non-Exempt

Reports To: Kid's Ministry Director

Purpose of Role: Create a welcoming, safe, and spiritually enriching environment for infants and toddlers during Sunday worship services. This role supports the faith formation of young children and builds trusting relationships with families by providing care rooted in Christian love and hospitality.

Essential Job Responsibilities:

- Greet families warmly, check children out securely, and maintain open communication with parents during services.
- Foster an environment where infants and toddlers experience God's love through attentive care, engaging activities, and nurturing interactions.
- Follow and uphold the Safe Sanctuary Policy at all times.
- Place children in developmentally appropriate rooms to ensure they feel safe, loved, and supported.
- Maintain a clean, organized, and inviting space.
- Adhere to cleaning and sanitizing procedures.
- Collaborate with the Weekday Coordinator to ensure rooms are stocked with needed supplies (art supplies, tissues, wipes, hand sanitizer, etc.)
- Work with the Kid's Ministry Director to:
 - Recruit, equip, and encourage a team of volunteers who share a passion for ministering to young children.
 - Keep the planning center schedule up to date; ensure team members are well-supported and informed.

Education & Experience:

- High school diploma required. Previous experience nurturing young children in a ministry or educational setting preferred.

Skills & Abilities:

- Strong organizational and leadership skills.
- Warm, effective communicator with parents, team members, and children.
- Calm, responsive, and professional in all situations.
- Spiritual gifts of Administration, Hospitality, and Shepherding are preferred.
- A heart for young children and a passion for helping them experience the love of Christ from the earliest age.