

NURSERY COORDINATOR

Job Description
Forestgate Presbyterian Church

Summary

The Nursery Coordinator (NC) is in charge of ensuring that we have a fully functional nursery program serving as a way to allow parents to engage on Sunday Mornings. They do this by managing and scheduling volunteers, by ensuring compliance with our nursery policies and by serving in the nursery. The time commitment is expected to be approximately 8-12 hours per month (depending on how many times NC decides to serve in the Nursery). Timesheets will be submitted electronically using payroll software designated by Forestgate.

Christian testimony adherence

As a caregiver of the small children at Forestgate, we expect anyone filling this position to be able to give a profession of their faith in Jesus Christ and their commitment to live as becomes a follower of Christ. That would guide them in the discharge of their duties as coordinator.

Expectation to serve and attend church service

As the NC you are expected to regularly attend a Christian service on Sunday mornings. Volunteers should be scheduled for each period (period is defined as service, Sunday School, etc) so you can attend service and Sunday school, but you should be a part of the rotation to maintain visibility in the nursery. Either the NC or the ANC will be available at each service and Sunday school for emergencies. You will work with ANC to ensure all periods are covered. The ANC will report to NC.

Scheduling and Recruiting of volunteers

The NC shall be responsible for ensuring we have enough volunteers for the nursery by recruiting more when needed. They shall also ensure volunteers are organized and scheduled for required periods. They shall use the scheduling software designated by Forestgate for ministries to use to maintain continuity. They shall ensure scheduling is projected out monthly or quarterly with plenty of notice for volunteers to provide input for their availability before a schedule is published. You don't have to be responsible for finding replacements for volunteers, but you do need to ensure that someone is ready to fill all needed slots for a Sunday morning.

Management of Volunteer System

The NC shall ensure any needed tasks to maintain a database of volunteers in our management system is done. That users are properly added to the system and that users know how to schedule themselves and input their availability. They should be competent at navigating the ins and outs of the Volunteer management system designated by Forestgate.

Management of Check-in system

The NC shall ensure we have a fully functioning check-in system for nursery. They also need to ensure full compliance with the check-in system with volunteers and parents so that the

integrity of the system is maintained. They should be an advocate for better and more secure forms of check-in systems if they feel current systems don't adequately meet concerns.

Additional Life and Safety Team interaction

The NC shall also interact with the Life and Safety team by ensuring they know who the Life and Safety volunteers is for the morning, by alerting them to situations that need attention, and by knowing and complying with Life and Safety policies for evacuations and other emergency procedures that the nursery may have to observe.

Volunteer Adherence to Nursery Policy

The NC is to ensure that all volunteers are properly trained and have gone through proper vetting processes before volunteering in the nursery. They shall also ensure that all volunteers are in compliance and adhering to the Nursery Policies (including proper sanitation of nursery). They shall ensure volunteers are trained in all aspects of their duties; for example, what the policies and procedures are, the use of the online management tool, how to check-in a child, what their individual responsibilities are, etc.

Ensure and train parent adherence to requirements

There will be an aspect where you have to help instruct and ensure parents' compliance with Nursery Policies. This includes letting volunteers know how to properly instruct parents in their duties. This will ensure complete compliance with Nursery Policies.

Nursery Policy Maintenance

The NC shall maintain the written policy of the nursery and shall advocate for any changes they see fit. Those changes should be presented to the Assistant Pastor for approval.

Stocking Supplies and Budget

The NC will ensure the nursery is adequately stocked as needed to fulfill its purpose. They shall also manage any budget specifically assigned to that task and advocate to the Assistant Pastor for more or less money designated to that budget as seen fit.

Required Services

There are some events at the church that convene outside the Sunday schedule. Some of those include prayer nights, Thanksgiving Eve service, Good Friday, Christmas Eve and bible studies. The NC shall work with the Assistant Pastor to determine if nursery is needed and will organize volunteers or paid workers for that event.