



CITY CHURCH

of Richmond

Nursery Coordinator

An hourly position of 15 hours per week, beginning August 1, 2025.

Personal Characteristics:

- Understands the gospel of grace and experiences it in his or her daily life.
- Committed to a covenantal approach to Children's Ministry.
- Loves and relates well with children.
- Loves and effectively communicates with parents and families.
- Committed to team ministry and able to work well with staff and volunteer teams.
- Able to recruit, equip, and train teams of volunteers.

Responsibilities:

The Nursery Coordinator enables parents/caregivers and volunteers to help our City Church's youngest children encounter Jesus and to disciple them in the gospel of grace. Together with the rest of the City Church Children's Ministry staff, s/he will coordinate the formation of children as valued members of a "community of broken people loved by God, continually restored by Christ, and sent out to worship God, serve Richmond, and work for its renewal."

Specific Responsibilities:

- Coordinate Nursery Care for children ages 0-3 at City Church during worship, during post-worship Sunday Formation, and during other occasional events.
 - Ensure safe and nurturing physical space.
 - Recruit, train, equip, and encourage volunteers and leaders for Nursery.
 - Organize and facilitate regular trainings for Nursery volunteers.
 - Purchase, organize, and maintain supplies for Nursery.
 - Oversee all check-in procedures and technology for Nursery.
- Coordinate Nursery for Women's Bible Study.
- Oversee all administrative components of Nursery Ministry.
 - Coordinate scheduling, including room assignments, email reminders, substitutions, etc.
 - Maintain all necessary supplies and equipment.
- Assist, as requested, the Director of Children's Ministry in seasonal Children's Ministry Events, such as the Christmas Pageant, the Easter Events, Vacation Bible School, and the Neighborhood Parties.

Compensation:

\$20-25/hour plus benefits as specified in the City Church of Richmond Personnel Handbook
Hourly rate will be commensurate with qualifications and experience.

Direct staff supervisor is the Director of Children's Ministry.

- This staff position, like all at City Church, will have an annual personnel review
- All new hires also have a 90-day review.

If interested, email a cover letter and resume to Katherine Malanoski, katherine@citychurchva.com