

## **Job Description and Qualifications**

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Job Title: **Nursery Coordinator**  
Department: Early Childhood  
Position Schedule: Part-time (20 hours per week)  
Classification: Hourly, Non-Exempt (eligible for overtime)  
Reports to: Early Childhood Director  
Supervises: Caregiver team members & volunteers  
Date: June 2023

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### **PURPOSE**

To provide coordination and leadership in the Early Childhood ministries.

### **PRIMARY DUTIES**

The Early Childhood Nursery Coordinator's responsibilities will include but are not limited to the following:

- On-duty Lead Staff: Greet families, train and supervise team, maintain safety standards, maintain cleanliness standards in rooms, teach curriculum
  - Sundays -Lead Main Nursery and oversee Toddler Two's rooms
  - Mondays - Flexible Moppets & Sunday School prep work/scheduling
  - Tuesdays- Women's Life/Mama's Life Groups childcare, Prayer & Share, Family Ministry meetings
  - Wednesdays- Evening Alpha/CR/Life Group childcare
  - Thursdays- MOPS days - (MOPPETS coordinator)
- Program Developer: Alongside EC Director, meet growth needs for our young families at Chapel Hill. This includes the development of additional possible program opportunities in FY23, for example, re-boots of Preschool Park or Mini Chapel worship team, and/or new integration programs with Chapel Hill Preschool such as family outreach or monthly chapel gatherings. Work with K-5<sup>th</sup> Kid's Ministry and Student Ministries team to increase integration and positive relationships within Family Ministries. Maintain good communication with Chapel Hill Preschool staff and MOPS leadership team, pivoting childcare plan as needed. Be ready for changes and additions due to church growth.
- Scheduler: Assign and confirm workers, and send reminders via text for Sunday services, Tuesday morning childcare, Wednesday night childcare, MOPPETS care, and Special Events as needed.
- Other administrative duties: complete the following tasks related to Early Childhood ministry:
  - Prep sign-in clipboards, child labels, computer check-in materials
  - Prep teaching buckets, resources, and signage for classrooms
  - Track worship attendance with special attention to new families
  - Help the director hire and train new Early Childhood Caregiver staff
  - Recruit and train volunteers for the program, with special attention to MOPPETS
  - Track volunteers using the church's new protocols, keeping current information
  - Assist staff with timecards/help the director complete payroll tasks

### **EDUCATION AND EXPERIENCE**

- Certificate or degree in Early Childhood Education preferred.
- Experience overseeing an Early Childhood program, including supervision of employees and/or volunteers.

- Previous experience recruiting, developing, and growing volunteers. This includes scheduling and managing volunteers as well as handling and resolving difficult situations in a skilled, professional manner.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Alignment with Chapel Hill's values and agreement with the EPC Essentials of the Faith ([epc.org/about/beliefs](http://epc.org/about/beliefs)).
- Represents Chapel Hill to new families- understands the mission
- Familiarity with best practices in early childhood and comfortable leading young children
- Ability to model preferred protocols for staff and volunteers
- Leads with compassion and willingness to share faith
- Ability to communicate effectively with work team
- Ability to use church computer interfaces

**Hourly Breakdown: 20 hours per week**

**Sunday:** Nursery Lead Staff: (8:30 am-12:30 pm)

**Monday:** Prep time (flexible times/required)

**Tuesday:** Nursery Team/Nursery scheduling & prep/attendance tracking (8:30 am – 1:30 pm)

**Wednesday:** Nursery Team /Nursery Schedule & Prep: (6:00 pm – 8:30 pm)

**Thursday:** MOPPETS coordination /week-end set-up: (8:30 am- 12:30 pm)

Plus additional, flexible prep hours as needed.

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**All employees are required to pass a criminal background check  
prior to start of employment.**

*All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.*