

Job Description and Qualifications

Job Title:	Nursery Coordinator
Department:	Early Childhood
Position Schedule:	Part-time (apprx. 15 hours per week)
Classification:	Hourly, Non-Exempt (eligible for overtime)
Reports to:	Early Childhood Director
Supervises:	Caregiver team members & volunteers
Date:	July 2026
Wage:	\$17.13 - \$22.00 per hour

PURPOSE

To provide coordination and leadership in the Early Childhood ministries.

PRIMARY DUTIES

The Early Childhood Nursery Coordinator's responsibility may include:

- On-duty Lead Staff: Greet families, train and supervise team, maintain safety standards, maintain cleanliness standards in rooms
 - Sundays -Lead Main Nursery and oversee Toddler Two's rooms
 - Mondays - Flexible prep work/scheduling
 - Tuesdays- Morning Small Group childcare
 - Wednesdays- Evening Alpha/Small Group childcare
 - Thursdays- KidsCo (childcare for MomCo)
- Scheduler: work with director to assign and confirm workers (paid and volunteer), send reminders via text for Sunday worship, Tuesday morning childcare, Wednesday night childcare, KidsCo care and Special Events as needed. Learn to use platforms such as Planning Center to recruit and maintain communication with teams.
- 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
 - Help director hire and train new Early Childhood Caregiver staff and volunteers
 - Track volunteers using the church's new protocols, keeping current information
 - Assist staff with learning to use Rippling HR platform at nursery kiosk or on their phones

EDUCATION AND EXPERIENCE

- Coursework in Early Childhood Education is preferred.
- Experience in an Early Childhood program or equivalent as a volunteer or paid worker.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Hourly Breakdown: 15 hours per week- Note: there is flexibility in the below sample schedule!

Sunday:	3 hours Nursery Lead Staff (9am - 12pm)
Monday:	2 hours scheduling and volunteer recruitment (flexible to any day, can be done from home)
Tuesday:	2 hours Nursery Team plus 1 hour Nursery Scheduling & Prep (9am - 12pm)
Wednesday:	3 hours Nursery Team (5:30pm - 8:30pm)



Thursday: 4 hours KidsCo coordination (8am – 12pm)

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

