



Part-Time

Early Childhood Coordinator

Your role is to ensure that the Nursery is a secure, nurturing environment where kids feel safe and loved and parents feel confident that their child will receive the highest quality of care during Sunday Services and Church events.

Essential Duties and Responsibilities:

- Serving as a point of contact for new families with early childhood children. (Ages 1-3)
- Welcoming families and explaining Nursery operations with warmth and excitement.
- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Explain security and sign in procedures with new parents. Make sure that they have checked in and have a nametag.
- Oversee the check-in/check-out process. Parents will need their “ticket” to claim their child.
- Must wear a name tag and/or Connect Kidz Tshirt.
- Responsible for team members/volunteers that serve in the Nursery.
- Being the lead nursery worker, supervising nursery team members and monitor ratio of team members to children.
- Overseeing the care, maintenance, cleanliness, security and safety of the nursery area.
- Organize toys and make the room look welcoming and presentable at the beginning of each service and sanitize surfaces and germ bin toys.
- Making sure facilities are always esthetically pleasing to parents and children.
- If there was a behavioral problem or incident, make sure an Incident Report is completed and the Director is notified.
- Assisting with the development of nursery policies (i.e. sick children, discipline, diaper changing, curriculum) and seeing that they are printed and maintained in nursery.
- Notifying Connect Kidz Director of supplies that need to be purchased.
- Work directly with Director of Children’s Ministry to implement changes to improve the Nursery.
- Attend Children’s Ministry Meetings as needed

General Expectations:

- Lead by example
- Lead and live with integrity
- Meet weekly with the Children's Director or as needed
- Do what is best for the Church at all times
- High energy level
- Humble, takes correction
- Love Sunday, work a full Sunday and always do what's best for the Sunday Experience. (Summer Sunday Hours 8:30am-1:00pm)
- Available to work events; Family Night out, VBS, Connect Events where childcare is needed.

Termination Policy

Dependability is essential. Tardiness and excessive unscheduled absences may result in termination of employment. Immediate termination may occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent or church member.

I look forward to meeting with all who are interested in this position, if you have any questions please email me at Ray@theexperiencevc.com

Sincerely,

Ray

Lead Pastor