

Job Description



Position title:	Nursery Coordinator	Reports to:	Staff and Ministries Pastor
Exempt/non-exempt:	Non-exempt	FT/PT/Temporary:	Part time
<p>Position overview: The Nursery Coordinator shall assist the Staff and Ministries Pastor in overseeing and providing spiritual leadership to Trinity Kids Ministries. The Nursery Coordinator helps the Staff and Ministries Pastor with supportive spiritual and logistical ministry to kids on a year-round basis, birth through 2 years of age, so that kids may come to know, love and follow Jesus Christ. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16; 1 Timothy 3:8-13).</p>			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others (Matthew 22:37-39; 28:19-20; Romans 12:9-18) • Understanding of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples (Romans 1:16-17; Matthew 28:19) • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, values, and Statement of Faith (I Corinthians 12:12) • General computer competence and experience with MS Office • Previous experience in related field preferred • Able to lift up to 50 lbs. for a short duration of time • Strong recruitment, organizational, administrative and communication skills • Helpful spiritual gifts and skills: helps, creativity, teaching, leadership, encouragement 			
<p>Primary responsibilities:</p> <ul style="list-style-type: none"> • Understand, teach and communicate Trinity's beliefs, implement Trinity's mission, vision, and values in their ministry area (II Timothy 4:1-2, Ephesians 4:11-16) • Recruit, develop, and lead a healthy ministry staff and volunteer team • Responsible for ministry planning, development, and execution • Coordinates scheduling for Nursery ministries • Plans and coordinates supplies and equipment in Nursery educational areas • Oversees sanitization, ordering, distribution and organization of equipment and supplies • Develop age-appropriate teaching and learning environments • Assist with the spiritual health and development of people in your ministry area • Ability to teach/speak as needed 			
<p>Work environment:</p> <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation • Has regular contact with parents, kids and students • Supervision of ministry volunteers • Midweek, weekend, and holiday hours are required. Occasional time off may be granted with prior approval. 			
<p>Compensation:</p> <ul style="list-style-type: none"> • This position is at-will and compensation will be based on experience, competency, and responsibility. • Benefit information, if any, is available upon request, or will be provided when an offer of employment is made. • Resignation is requested in writing to their supervisor and the Operations Director at least two weeks prior to the date of effectiveness. 			