



Nursery Coordinator

The Nursery Coordinator ensures that the infants and toddlers in the church are well cared for and disciplined as they grow and learn about God.

Children's Ministry mission: To glorify God by cultivating followers of Jesus Christ.

Supervisor: The Nursery Coordinator reports directly to the Director of Children's Ministry.

Job Responsibilities:

1. Hire, coordinate, and oversee workers (paid or volunteer) for all nurseries—Sunday morning and Wednesday nights as well as holiday services that fall on weekdays (Christmas Eve, Maundy Thursday, Good Friday, and any other special events), ensuring that two workers are always present.
2. Welcome new parents and children; provide nursery information (policy handout) and sign-in sheet.
3. Maintain a clean, safe environment within the nursery rooms.
4. Maintain all necessary nursery supplies.
5. Provide and turn in time sheets for all paid workers.
6. Communicate with Director of Children's Ministry about nursery needs.

Education/Experience: Candidate must possess a strong faith in Jesus Christ and a desire to nurture the faith in others, especially little children. Affirm without reservations the EPC's Essentials of Faith. College education preferred with experience in nursery and/or childhood ministry. Ability to lead others and work with them in a loving and caring manner. Ability to motivate and recruit volunteers/workers. Candidate must be positive, approachable, relational, and spiritually mature. Must possess excellent organizational skills and communication skills, written and oral.

4 Sundays off/year

To Apply: Email your resume info@CovenantPresJackson.org.