



Position Title: Nursery Coordinator

POSITION SUMMARY

The Nursery Coordinator is on the leadership team of the Early Childhood Ministry and is responsible for enlisting, equipping and scheduling Sunday teams in designated age groups as well as weekly Sunday preparations.

KEY ROLES AND RESPONSIBILITIES

- Create and manage volunteer profiles in Planning Center (PCO).
- Assist in volunteer recruiting, onboarding, and ongoing training. Learn individual strengths, growth opportunities and optimal serving position.
- Schedule volunteers in PCO for birth - 2's/3's, making switches and substitution adjustments as needed throughout the week.
- Send weekly schedules and communicate lesson instructions, encouragement, and helpful resources.
- See that classrooms are ready for Sunday morning service and in order after services.
- Manage teams and help them embrace the physical and spiritual needs of children in safe, loving, impactful environments so children and families experience God's love and develop trust.
- Encourage connections, planning sessions and team unity among volunteers.
- Partner with parents and families.
- Demonstrate a commitment to disciple others in their relationship with God and His people.
- Pray with and for the EC ministry teams, classes and families.
- Develop a commitment to personal time with God every day to pursue a heart that loves Jesus, and to ongoing spiritual, personal, and professional growth.
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle.
- Interpersonal skills that enable effective collaboration with other ministry leaders, staff, kids, and parents.
- Represent WoodsEdge by following the visions and expectations of the church, prioritizing prayer, praying for top 5 and seeking to make disciples.
- A desire to see children and families falling in love with Jesus and making a difference for the kingdom.

SUCCESS OUTCOMES

- Healthy, engaged, returning volunteers.
- Interactive, engaging, and prayerful classroom and small group time.
- Parents and children feel safe, known and loved.

- Children growing in faith and understanding of God's word.

REQUIREMENTS

- Strong computer skills and proficiency using MS Office.
- Knowledge of Planning Center a plus.
- 3+ years' experience in church, non-profit, or for-profit business administrative support requiring decision-making, creativity, and a strong work ethic.
- HS Diploma or equivalent required. Bachelor's degree preferred.
- Prior experience leading teams or working with volunteers preferred.
- Ability to self-start and see projects through completion without much direction.
- Interpersonal skills that enable effective collaboration with parents, other ministry leaders and volunteers.
- Strong organizational and administrative abilities.

PERFORMANCE MEASURES

- **Getting it Done** - Ability to perform role & responsibility, work ethic
- **Moving the Needle** - Success outcomes and the ability to deliver excellence to your role for the good of the WoodsEdge initiative
- **Practicing Greatness** - Commitment to ongoing spiritual, personal, and professional growth.
- **Living it Out** - Strong commitment to living out WE mission, vision, and values
- **Building Teams** - Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution.
- **Coaching & Feedback** - Willingness to be coached, evaluated, and held accountable.